



NEW ZEALAND

HAWKES BAY  
FISH AND GAME COUNCIL

MEETING  
AGENDA

Tuesday 08 December 2020

## For a Meeting of the Hawkes Bay Fish and Game Council

Venue: Hawke's Bay Fish & Game Office  
22 Burness Road  
Greenmeadows  
NAPIER

Date: Tuesday 8 December 2020

Commences: 6.00 PM

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**Minutes of a Meeting of the Hawke's Bay Fish and Game Council Held at the Game Farm on Tuesday the 20<sup>th</sup> October 2020 at 6:00pm**

**Councillors:** Bates, Nimon, Williams, Hern, Bowcock, Lumsden, Niblett, Elstone, Mackay, Pinker

**Present:** NZF&GC Chair Paul Shortis, Wayne Taylor (East Coast Conservation Board member), Jesse Friedlander (Regional Manager), Blair Slavin

**Apologies Received:** Crs. Duley and Hickmott

**Welcome (6.00 PM)**

Cr. Bates welcomed councillors and guests to the meeting and informed everyone that the meeting would be audio recorded.

**Minutes of the previous meeting (11 August 2020)**

*That the minutes of the meeting of the Hawke's Bay Fish and Game Council held on the 11<sup>th</sup> August 2020 are a true and accurate record. (20/10/3.1)*

*Niblett/Mackay*

**Matters Arising**

Nothing tabled.

**Conflict of Interest Register**

The conflict of interest register was signed by all councillors. No conflicts tabled.

Cr. Bates thanked Wayne Taylor and Paul Shortis for attending the meeting and suggested that they give their presentations at the beginning of the meeting.

**East Coast Hawke's Bay Conservation Board Report**

Wayne Taylor provided an update from the East Coast Hawke's Bay Conservation Board. A conservation management strategy is being drafted currently and input will be welcomed from Fish and Game. Background was provided on Treaty settlement processes throughout Hawkes Bay including processes that may affect Fish and Game. Wayne was thanked for his attendance and input to our meeting.

**Presentation by NZC Chair Paul Shortis**

NZ Fish and Game Council Chair Paul Shortis provided an update from New Zealand Council. The audit of the Hawke's Bay Fish and Game Council effectively reached a stalemate and should not have dragged on this long. Paul apologised for this. Paul has met with Cr. Bates and Cr. Niblett. Both of these Councillors attended the previous NZ F&G Council meeting. The audit process is now progressing thanks to these discussions.

Hawke's Bay Councillors stated that the Council would like to move forward, however policy needs to be implemented at NZC level to make sure the same mistakes aren't repeated including a complaints procedure policy. All three recent audits of Fish and Game Councils were instigated in slightly different ways. The audit process has been difficult for Councillors and staff.

Hawke's Bay Fish and Game Council will appoint a governance advisor who will attend our meetings as recommended by the NZF&G Council.

Discussion around the importance of an independent advisor. Paul Shortis is happy to appoint an advisor. There was general agreement on this.

It was suggested that Paul return for another HBF&G Council meeting after the ministerial review is completed to discuss policy gaps at NZC level and the recommendations of the review. It is thought that the learnings from the three recent audits will form the basis for many of the ministerial review recommendations.

There is still a lot of misleading information online regarding the audit of the HBF&G Council. Councillors asked Paul whether this would be cleared up via a media release from NZC. This is unlikely.

It was noted that neither the NZ F&G Council or the HBF&G Council had provided a submission to DOC reviewers. As both Councils had met with the reviewers face to face, this was considered unnecessary.

At this point it was decided to change the order of agenda items as Paul Shortis could provide context on some of the issues to be discussed.

### **National Policy on the Accumulation, Management and Application of Reserves**

Paul Shortis provided context on the policy. This is still a discussion document. There are varying levels of reserves held by F&G Councils throughout New Zealand. Going forward there needs to be a better way of managing reserves.

Concern was voiced on the 30-50% reserve level dictated by the draft policy. Hawke's Bay has high reserves due to frugality and increasing licence sales. There is a big difference between a region with a large operating budget holding 30-50% and a smaller region such as Hawke's Bay.

Covid-19 highlighted the fact that Fish and Game had become reliant on overseas angler funds and has brought about sooner the issues we face in decreasing revenue. We cannot continue to increase the licence fee and therefore need to be prudent with our budgets.

*That Council agrees to discuss the National Policy on the Accumulation, Management and Application of Reserves again at its December meeting and provide feedback to NZC. (20/10/18.1)*

*Hern/Elstone*

#### **Strengthening Iwi and Hapū engagement**

We need to develop better relationships with Iwi and Hapū within the Hawke's Bay Region. HBRC and DOC have Iwi Liaison Officers who may be able to help us in developing these relationships. Included in the TOR of the current DOC review of F&G is the meeting of our obligations under section 4 of the Conservation Act.

By asking someone to sit in on our meetings in an advisory capacity, look at our organisation and potentially attend some meetings with the manager, we could improve our external relationships. Most people are very busy, and we may have to pay someone. This is no different to paying an external governance expert.

*That Council authorises the Manager to approach people from the community who could be considered by Council for employment in an advisory capacity in order to strengthen relationships with Iwi and Hapū. (20/10/12.1)*

*Mackay/Bowcock*

At this point, a member of the public, Blair Slavin, requested to speak. He questioned Paul Shortis on the NZ Council decision on pheasant preserves. The vote was to recommend that the status quo remain (Pheasants within a preserve remain on schedule 3 of the Wildlife Act). This is not an erosion of free public access. At the moment there is no provision for more upland game preserves, only those currently in existence.

Captive reared mallards cannot be released to be hunted on commercial preserves.

#### **2021 Game Season Conditions**

Discussion centred around reliability of banding data and the timing of breeding/pairing up of mallard ducks. Timing of breeding is dictated by day length and therefore the timing of the hunting season is important to avoid harvesting breeding stock. The season could be run earlier; however it is important we have a consistent country-wide opening weekend.

We also need to be cognisant of perceived value for money for those buying a licence.

All suggestions for game season condition changes for the 2021 season will be emailed to the Manager prior to the next meeting.

*That Council identifies any other game season condition matters it would like further information on, or consultation with hunters about, before the December Council meeting. (20/10/8.1)*

*Mackay/Williams*

### **Information for the 2019-2020 Draft Annual Report**

Discussion centred around capitalisation of the Game Farm wetland development project and related expenditure. Should this be capitalised or shown as an expense? Jesse will discuss this with our accountant and provide further information to Council.

Any further suggestions can be emailed to the Manager prior to the December meeting.

*That Council receives the draft reports comprising the Statement of Service Performance, Chairman's reports and draft Financial Statements for the 2019-2020 year, and identifies any changes required before finalising the Performance Report for the 2019-2020 year.(20/10/9.1)*

*Hern/Niblett*

### **Hawke's Bay Fish and Game Council Meeting Dates for the 2021 year**

*That the council approves the proposed meeting schedule and dates for the six regular meetings and one annual general meeting for 2021. (20/10/10.1)*

*Williams/Hern*

### **Theft and Fraud Prevention Policy**

Discussion around stealing of intellectual property. This is not covered by the policy but may be covered elsewhere and may be included in employment contracts. Jesse will check this. Cr. Nimon will send his policy from work covering IP to the Manager as an example.

*That Council agrees to review the Theft and Fraud Prevention Policy again at the next meeting once further information is provided. (20/10/11.1)*

*Elstone/Hern*

### **Commercial Origin Salmon Release Policy**

*That Council approves the Commercial Origin Salmon Release Policy and will provide feedback to NZC accordingly.(20/10/13.1)*

*Lumsden/Williams*

### **Video Recording of Hawke's Bay Fish and Game Council Meetings**

Council discussed how the video would be used and the risk of putting video into the public forum that could be edited or taken out of context.

Recording of meetings could foster greater licenceholder engagement and make sure councillors are accountable for their behaviour.

A vote was held with three councillors in favour of video recording meetings. Since there is not enough support, Council meetings will not be video recorded, however this can be revisited in the future.

### **Evaluation of Council**

Cr. Bates suggested that this agenda item be discussed at the next meeting as it would be beneficial to have advice from the independent governance advisor. There was general agreement on this.

### **Wage Subsidy**

Discussion centred around the need to keep the money. We are entitled to keep the money and most other Fish and Game Regions have opted to keep the subsidy, however some Councillors believe we have a moral obligation to pay it back if we can. We have an operating budget surplus in the 2019/20 financial year however we may need the extra money in the future with a predicted drop in licence sales.

*That Council agrees to review its decision to keep the Government covid-19 wage subsidy at its December meeting. (20/10/16.1)*

*Lumsden/Bowcock*

### **Customs Import Prohibition (Trout) Order**

*That Council approves the continuation of the Customs Import Prohibition (Trout) Order and is totally opposed to the import of trout or any product derived from trout into New Zealand. (20/10/17.1)*

*Lumsden/Mackay*

### **Operational Reports**

Jesse provide Council with an update on the Lake Tūtira fishery and recent fish stranding.

### **Health and Safety Report**

*That Council receives this H&S report. (20/10/20.2)*

*Niblett/Mackay*

### **Finance Report**

*That the payments for 1 July to 31 August 2020 totalling \$90,703.66 be approved as per Tables 4 and 5. (20/10/20.3.1)*

*20.3.2 The Finance report be accepted for the 12 months ended 31 August 2020.*

*Mackay/Lumsden (20/10/20.3.2)*

### **Licence Sales Report**

*That Council accepts this licence sales report (20/10/20.4)*

*Elstone/Bowcock (20/10/21.1)*

*That Council agrees to exclude members of the public from the following parts of the meeting in order to verify the minutes of the previous public excluded meeting, discuss the results of the annual review of the managers performance and the current situation with regard to the audit of the Hawke's Bay Fish and Game Council. Council also request Jesse Friedlander (Regional Manager) to remain in attendance.*

*Elstone/Mackay (20/10/21.2)*

*8.45pm*

*That the Hawke's Bay Fish and Game Council resumes its public meeting*

*Williams/Hern*

*9.15pm*

**There being no further business, the meeting closed at 9.15pm.**

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Bruce Bates  
HBFG Chairman

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Date



## 6. CONFLICT OF INTEREST REGISTER

### 1. Purpose

A standing agenda item to disclose any Councillor ("Member") Conflict of Interest or potential Conflict of Interest, and record this in the Councillor Conflict of Interest Register.

### 2. Background

The Hawke's Bay Fish and Game Council has developed a policy to deal with Conflicts of Interest and must provide a standing agenda item to allow Councillors to disclose any Conflict or highlight any potential conflict. The "Interest Register" ring binder will be circulated in the first part of each meeting for Councillors to record any interests. The Council should then discuss how it wants to deal with any interest or perceived interest identified.

Conflict of Interest (refer s2.7 Governance Policies) means when the member can be shown to have actual bias or apparent bias in respect of a matter<sup>1</sup> i.e.:

- (i) A member can be shown to have actual bias when a member's decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member's parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).
- (ii) A member can be shown to have apparent bias when a member's official duties or responsibilities to the Council in relation to a matter could reasonably be said to be affected by some other interest or duty that the member has.
- (iii) A member's "interest or duty" includes the interests of that member's parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the member has a close, personal relationship where there is a real danger of personal favouritism.
- (iv) There is no Conflict of Interest where the member's other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.

A potential conflict of interest (refer s2.8 Governance Policies) arises when:

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<sup>1</sup> "Matter" means:

(i) The Council's performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987 subject to the Council's statutory purpose set out in section 26P(1) of the Conservation Act; or

(ii) An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.

- (i) There is a realistic connection between the member's private interest(s) and the interest(s) of the Council;
- (ii) The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;

- (iii) A fair-minded lay observer might reasonably consider that the member's private interest or duty may influence or motivate the actions of the member in relation to a matter; and
- (iv) There is a risk that the situation could undermine public trust and confidence in the member or the Council.

Conflicts of Interest should be dealt with as follows (refer sl .13 Standing Orders):

1.13.1 Every member present at a meeting must declare any direct or indirect conflict of interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

1.13.2 When a conflict of interest arises in respect of a matter, the affected member will:

- (i) not vote on issues related to the matter;
- (ii) not discuss the matter with other members;
- (iii) conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed;
- (iv) not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

1.13.3 Where a member can be shown to have a potential conflict of interest, the Council (excluding the affected member) will determine an appropriate course of action, which may include the following:

- (i) applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) — iv) above);
- (ii) provide a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

1.13.4 The conflicted member will be given the opportunity to be heard by the Council on the points raised and the member's submissions will be taken into consideration by the Council.

1.13.5 The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Councillors should take this opportunity to disclose any Conflict of Interest they are aware of now and record it in the circulated Conflict of Interest Register. If during the course of the meeting a conflict or perceived conflict is recognised, then this should be disclosed at that point in time.

### **3. Recommendation**

***3.1 That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict of interest or not.***

## **7. APPOINTMENT OF A GOVERNANCE SPECIALIST**

**Ref: 7.02.01**

**18 November 2020**

### **1. Purpose**

To appoint an independent governance advisor for the Hawke's Bay Fish and Game Council.

### **2. Background**

At the October 2020 council meeting, the appointment of a governance advisor who would attend Hawkes Bay Fish and Game Council's future meetings was discussed.

Paul Shortis, NZC Chairman offered his assistance to appoint an advisor and facilitate a meeting with our chairman.

### **3. Recommendation**

***3.1 That Council agrees to appoint Sam Robinson as Hawkes Bay Fish & Game Council governance specialist to attend all council meetings for the next financial year.***

## **8. 2019-2020 PERFORMANCE REPORT**

**25 November 2020**

### **1. Purpose**

To adopt the Performance Report for the 2019-2020 year.

### **2. Background**

The Performance Report for the 2019-2020 year has been completed and audited by Owen McLeod. The draft Performance Report was provided for consideration at Council's 20 October meeting, and a final copy which includes the Independent Auditor's Report will be tabled at this meeting.

### **3. Reporting Standards**

The Performance Report has been prepared under a Public Benefit Entity Simple Format reporting - Accrual (Public Sector) (PBE SFR A (PS)).

### **4.0 Variance against Budget**

The net surplus for the year was \$52,363 against a budget deficit of (\$2,778).

The variance between the profit for the year and the budgeted deficit totalled \$55,141 and is attributed to many variables throughout the Operational Work Plan. With the nation going into lockdown in March and uncertainties over whether the Game Bird hunting season would occur at all, the prudent decision was made to curtail all non-essential spending in order to offset the likelihood of not only receiving no revenue from the Game Bird hunting season but also the loss of revenue from the sale of Fish licences, particularly from non-resident anglers.

With good fortune and negotiation by the New Zealand Council the Game Bird Season proceeded but fell short of budget by some 14.7% or \$22,963. Fish licence revenue minimally impacted by the period of lockdown and border closures ending the year 0.27% ahead of budget, \$821.

Direct expenditure was reduced by \$38,579 for the year and the application for the Covid 19 wages subsidy meant that all staff were paid in full over the period of lockdown and contributes to the final positive result at year end.

#### 4.1 Income

Total revenue for the 2019-2020 year was \$16,353 under budget. This made up from the following:

Amount	Note
\$499	Grant – Walking Access
\$28,118	Covid 19 Wages Subsidy
\$3,478	Grant – Game Bird Habitat Trust
\$2,396	Grant – Royston Health
\$409	Reparations
\$65	Donations
\$851	Increased Rental income
\$1,926	Advertising/sponsorship – Newsletter and billboard
\$1,671	Sale of predator traps, wetland plants, and equipment hire
\$1,012	Increased interest income
-\$78	Reduced general income
-\$23,784	Reduced licence revenue
<u>\$16,563</u>	

#### 4.2 Expenditure (Direct)

##### 4.2.1 Species Management

The total direct expenditure relating to species projects was \$5,838 under budget. \$3,000 was unspent from this budget as the annual gamebird hunter survey was conducted in-house rather than contracted.

##### 4.2.2 Habitat Protection & Management

Habitat related direct expenditure ended the year \$6,462 less than budget.

##### 4.2.3 Angler & Hunter Participation

The total direct expenditure related to client service projects was \$9,234 under budget. Due to the covid-19 pandemic, the gamebird hunting newsletter was sent out to licenceholders as a pdf. File rather than in hard copy format. This saved printing costs. Glenfalls hut expenditure was down. Angler/hunter training was under budget also due to dedicated volunteers running courses at low cost and some courses being cancelled due to covid-19.

##### 4.2.4 Public Interface

Public Interface direct expenditure ended the year \$22,247 over budget. This was made up primarily of expenditure approved from the Hawkes Bay Wildlife Fund for earthworks on the Game Farm wetland development.

##### 4.2.5 Compliance

The overall direct expense in the Compliance Output was under budget by \$2,612. Expenditure was reduced as organised gamebird season ranging events were disrupted due to the covid-19 pandemic.

##### 4.2.6 Licensing

Licensing costs were lower than budgeted \$2,216. This is due to lower than budgeted licence sales commissions and public online fees resulting from reduced licence sales.

#### **4.2.7 Council**

Council related expenditure was \$2,561 over budget. This primarily related to legal expenses incurred as a result of the audit of the Hawke's Bay Fish and Game Council.

#### **4.2.8 Planning & Reporting**

Planning and reporting expenditure was \$82 over budget.

#### **4.2.9 Overhead**

The overhead expenses have been split into Employee related costs, Other expenses and Depreciation and the combined end of year variance was \$37,107 (11.1%) under budget.

Employee related expenses were \$26,412 under budget due primarily to the Covid-19 wage subsidy.

Other expenses were under budget by \$10,563 and relate primarily to unspent funds in the Houses and equipment budgets.

Depreciation was \$132 under budget.

**4.2.10 NZ Fish & Game Levies**  
The levy of \$39,570 was in line with budget.

### **5.0 Financial Position**

#### **5.1 Liquidity**

The Council's financial position remains secure with current liquidity ratios, which indicate the amount of working capital or quick assets available, of \$6.53 of current assets to every \$1 of current liabilities (\$5.13 in 2018-19).

The Statement of Cash Flows highlights that net cash received from operating activities for the year was \$55,706 compared to \$97,745 last year. The net increase in cash on hand at year-end of \$5,380 is a makeup of the inflow from operating (\$55,706) and the outflow transfer of cash to investments and fixed assets (\$50,326).

#### **5.2 Debtors**

The figure of \$31,983 is made up of current debtors, prepaid expenses, and accrued income (2018-19 figure, \$28,910).

#### **5.3 Fish & Game General Reserves**

The National Financial Reserves Policy requires that a region's net current assets (excluding Restricted reserves) shall be managed between 30 - 50% of licence revenue in Councils which have income greater than its bulk fund. This policy is currently under review and until the new Policy is finalised Councils will calculate reserve levels against their proceeding year's bulk fund irrespective of licence revenue for the year ending 31 August 2020.

The Hawke's Bay Council's General Reserves (excluding Restricted Reserves) to 31 August 2020 totalled \$555,618. The Council's General Reserve sits at 143% of the 2019-20 bulk fund (\$387,502).

#### **5.4 Restricted and Dedicated Reserves**

Note 5 (page 21) in the Accounts gives a summary of the Dedicated and Restricted Reserves. These include the River/Water Quality Donations reserve, the Asset Replacement Reserve, the

Non-Resident Levy Reserve, the Hawke's Bay Pheasants Unlimited Reserve, and the Hawke's Bay Wildlife Fund from which all funds were utilised in the 2019-20 operations year for the Game Farm Redevelopment.

#### **6.0 Statement of Service Performance**

The Statement of Service Performance commencing on page 25 of the Performance Report provides information on each output area including Projects & Objectives, Performance Measures, and Actual Results. The Summary Budget and Actual Expenditure table shown on page 25, and the more detailed Summary of Resources tables shown at the commencement of each output area, provide a summary of total expenses less income for each output area. The total expense figures reported within the Summary of Resource tables not only include direct costs but also an allocation of the overhead costs based on the actual hours worked in each output area.

Note 12 on page 24 provides a summary of the total expense for each output area detailing the overhead component and hours that contribute to this.

#### **7.0 Recommendations**

***7.1 That Council adopts the Performance Report for the 2019-2020 year.***

## 9.0 2021 GAME SEASON CONDITIONS

### 1. Purpose

To determine the game season conditions for the 2021 hunting season.

### 2. Background

Issues relating to game season regulations for the upcoming season were identified at the October meeting of Council. Council has established policies and criteria for determining game season regulations. Game season conditions are finalised for recommendation to the Minister of Conservation once population information is available from summer monitoring programmes.

In 2015, Council reviewed its policy in relation to mallard and grey duck harvest regulations. Council decided to set regulations based on the predicted population size (Threshold Management). This approach has three sets of regulation constraint; restricted, intermediate and a relaxed set. If the Hawke's Bay mallard and grey duck population is predicted to be equal to, or below 100,000 birds then a restricted set applies. Above 100,000 and below 200,000 the intermediate set applies, and above 200,000 birds a relaxed set of conditions is triggered. Current data from our 2020 mallard monitoring programme will be provided in had copy format at this meeting.

### 3. Issues identified for consideration

The link to HBRC designated 'No shooting areas' have been added to these draft 2021 game regulations.

See paradise duck/black swan trend count report.

### 4. Recommendation

- 1. That Council identifies any further changes necessary to the draft 2021 game season conditions before approval.*
- 2. That bag limits and season length remains the same as 2020 season conditions.*
- 3. That Council agrees to reconsider its decisions on 2021 season conditions if summer monitoring programmes show a significant change to game populations.*

## SECOND SCHEDULE:

### HAWKE'S BAY FISH AND GAME REGION

#### Game That May be Hunted or Killed—Duration of 2021 Season

Species	Season Duration (dates inclusive)	Daily Bag Limit	Hunting Area
Mallard/grey duck	1 May to 13 June 2021	8	All areas
NZ Shoveler duck	1 May to 13 June 2021	2	All areas
Paradise shelduck	1 May to 13 June 2021	8	All areas
Pukeko	1 May to 29 Aug 2021	10	All areas
Black swan	1 May to 13 June 2021	3	All areas
Brown quail	Closed season	0	All areas



California quail	1 May to 29 Aug 2021	10	All areas
Cock pheasant	1 May to 29 Aug 2021	2	All areas

## 2. Shooting Hours

6.15 am to 6.00 pm.

## 3. Decoy Limit

No limit.

## 4. Special Conditions

4.1 No person may hunt or kill gamebirds, as specified, within the Hawke's Bay region with any magazine extensions on a shotgun of 10 gauge or smaller (including 12, 16,20, 28 410)

Magazine shotguns must be restricted in such a way that the shotgun is incapable of holding more than three shells in the magazine and chamber combined at any one time.

4.2 Any licenced game bird hunter who has a Department of Conservation permit to take or kill wildlife for the purpose of hawking may hunt with an Australasian Harrier (*Circus approximans*) to take game birds. This is subject to the season length and bag limit for game birds specified in clause 1 of this notice for this Region and subject to any conditions imposed by the Director- General of Conservation under a permit.

## HUNTING IN THE HAWKE'S BAY

The Hawkes Bay Fish & Game region is defined by river catchments, extending north to the Mohaka, west to the Ngaruroro, and southwest to encompass the Tukituki systems, with the southern border reaching the Tautane Stream just south of Cape Turnagain.

### WATERFOWL

The mallard, grey duck and hybrids are the most popular game birds of the region. These species respond well to calling and decoying and can be found on most of the region's rivers, streams, dams and lakes. Shoveler are a transient population for most of the season and are renowned for their fast flying and elusiveness.

There are extensive hunting opportunities in the river beds of the region. Access is good and well-marked with signs.

A little time spent checking out backwaters pre-season can pay dividends during the season. Paradise shelduck are wide-spread and can be hunted successfully in most locations. Low-lying farmland with water nearby is ideal for hunting using silhouette decoys. If you want to target parries, the pasture lands and river beds are a good place to start. Most landowners are only too happy for hunters to target parries on pasture if they are approached and asked first. The Hawkes Bay region administers a number of Controlled Shooting Areas throughout the region. Periodically vacancies arise, creating a wetland enhancement and shooting opportunity for local shooters. If you want to shoot this season but don't have anywhere to hunt, give our local Fish and Game office a call.

### UPLAND GAME

Hawkes Bay hosts a good population of ring-necked pheasant and varying numbers of California quail, with the best results achieved in scrubby river margins and forestry

plantations with blocks of young trees. Pheasants are predominantly hunted in our major river systems with the Waipawa, Tukituki, Ngaruroro and Tutaekuri normally well worth a look. The best hunting is generally where good cover and watering opportunities are found (i.e. river basins), especially where these areas border orchards and/or assorted cropping areas. For most of these areas a dog is recommended as an easy way to cover ground effectively.

#### **A COUPLE OF THINGS TO REMEMBER**

Access is a privilege not a right so if in doubt, please ask! Landowners frequently have paradise duck and swan problems and often appreciate flocks being dispersed by hunters. Often, they might offer the opportunity to shoot a vacant pond. In any case the personal courteous approach is by far your best bet.

#### **WILDLIFE REFUGES**

1. The bed of the Tuki Tuki River between Waimarama Bridge and a line running from the north of the Mangangara Stream to the road at the southwestern corner of Section 9 and 15 in the Te Mata Survey District (8km upstream)
2. Lakes Tūtira, Orakei, and Waikopiro and certain surrounding land
3. Horseshoe Lake, Elsthorpe
4. The property of R H, J R, and T R Hartree, Puketitiri
5. The Westshore Ponds
6. The spit south of the mouth of the Ngaruroro River
7. Rakautana Forest, Waikoau
8. Pauhanui Bush, Gwavas Station, Tikokino Bay

In addition to the above wildlife refuges, areas designated by Hawke's Bay Regional Council where gamebird hunting is prohibited can be found here <https://www.hbrc.govt.nz/hawkes-bay/open-spaces/about/>

#### **POACHING PROBLEMS?**

We have set up a 0800 POACHING (0800-762-244) number. If you witness any offending let us know as soon as possible.

#### **WETLAND CREATION**

For information and advice on wetland creation contact the staff at your local Fish & Game offices. Wetlands in the Hawkes Bay Region are now rare. In some parts less than 1% of the original wetlands remain. The Habitat Trust fund is one source of funding for enhancement, purchase or development of wetlands. If you have a proposal to create or enhance an area of wetland we may be able to assist you obtaining some funding.

#### **LICENCES**

You can now order your game licence through our website [www.fishandgame.org.nz](http://www.fishandgame.org.nz)

## Appendix 2

- 4.1 *That Restrictive conditions for the 2020 game season comprise a 6-week season with a bag of 6 mallard and grey duck (unless monitoring in January reveals there has been a significant collapse in the populations in which case staff are authorised to reduce the bag limit to 3-4 birds if deemed necessary); Intermediate conditions comprise a 6-week season with a bag of 8 mallard and grey duck; and Relaxed conditions comprise an 8-week season with a bag of 10 mallard and grey duck.*
- 4.2 *That paradise shelduck thresholds and conditions match those of the mallard/grey duck and regulations be based on January 2020 monitoring results.*
- 4.3 *That black swan thresholds remain the status quo but the bag limit if Restrictive conditions apply be increased from none to one, and the 2020 regulations be based on January 2020 monitoring results.*
- 4.4 *That Council change shooting hours to 6:15am-6:00pm.*
- 4.5 *That the remaining conditions for 2020 are as per those that applied in 2019*
- 4.6 *That Council remove the section related to upland game balloted blocks if staff are unsuccessful in negotiating access for hunter this season.*

*Pinker/Bowcock*

### 2.3 Threshold Criteria for Paradise Shelduck

**Table 1: Hawkes Bay Paradise Shelduck threshold**

LONG TERM TREND	CONSTRAINT
Negative i.e. population declining	Restricted
Zero i.e. population stable	Intermediate
Positive i.e. population growing.	Relaxed

**Table 2: Hawkes Bay Paradise Shelduck season conditions**

SEASON	APPROPRIATE SEASON DURATION AND BAG LIMIT
Restricted	Restrictive season conditions, A 6-bird limit with the season length the same as the mallard.
Intermediate	Intermediate conditions, season length the same as the mallard & a 8 - bird limit.
Relaxed	Relaxed conditions, season length the same as the mallard & a 10-bird limit.

### 2.3 Threshold Criteria for Black Swan

**Table 3: Hawkes Bay Black Swan threshold levels**

POPULATION SIZE	TREND	SEASON CONDITIONS
Low (below 1,000)	Negative	Restricted
Low (below 1,000)	Zero	Restricted
Low (below 1,000)	Positive	Restricted
Moderate (between 1,000 and 3,000)	Negative	Intermediate
Moderate (between ,1,000 and 3,000)	Zero	Intermediate
Moderate (between 1,000 and 3,000)	Positive	Relaxed
Greater than 3,000	Negative	Relaxed
Greater than 3,000	Zero	Relaxed
Greater than 3,000	Positive	Relaxed

**Table 4: Hawkes Bay Black Swan season conditions**

SEASON	APPROPRIATE SEASON DURATION AND BAG LIMIT.
Restricted	Restrictive season conditions, a one bird limit with season length the same as mallard.
Intermediate	Intermediate season conditions, A 3-bird limit, with the season length the same as the mallard.
Relaxed	Relaxed conditions, 8-week season with a 5-bird limit.

## **10. EVALUATION OF COUNCIL**

### **1. Purpose**

To assess the performance of the Hawke's Bay Fish and Game Council.

### **2. Background**

Hawkes Bay Fish and Game Council Governance Policy 2.6.a states that "*The Council will, each year, appraise its own performance, and its own processes and procedures to ensure that they are not unduly complex and are designed to assist Council in effectively fulfilling its role*".

The purpose of the Council is to represent the interests of anglers and hunters and provide co-ordination of the management, enhancement and maintenance of sports fish and game within the Hawkes Bay region.

At its October meeting, Council deferred discussing the evaluation of councillor completed assessment forms believing it would be beneficial to have advice from the independent governance advisor.

### **3. Recommendation**

*That Hawkes Bay Fish and Game Council discusses the results of the Council performance assessment and identifies areas that need to be improved upon.*

## **11. HAWKES BAY FISH AND GAME COUNCIL THEFT AND FRAUD PREVENTION POLICY**

### **1. Purpose**

To review the Theft and Fraud Prevention Policy adopted 8 August 2017.

### **2. Background**

The Theft and Fraud Prevention Policy approved by NZC was shared with all regions April 2017, with the recommendation that regions updated their policy. Hawkes Bay Fish & Game Council reviewed its approved version of the Theft and Fraud Policy dated 2007 and agreed to align this policy with NZ Council Policies at the June 2017 Council Meeting. Amendments to the policy document were made and the Theft and Fraud Prevention Policy was adopted at the 8<sup>th</sup> August 2017 Hawkes Bay Fish & Game Council meeting.

At the October 2020 meeting, council reviewed the policy and instructed the Regional Manager to include an intellectual property clause.

The updated version is attached below.

### **3. Recommendation**

***3.1 That Council approves the Theft and Fraud Prevention Policy.***

**HAWKES BAY FISH AND GAME COUNCIL  
THEFT AND FRAUD PREVENTION POLICY**

**Ref: 7-02-01**

**28 October 2020**

Fraud is defined as “criminal deception, dishonest artifice or trick”. It can be regarded not only as the inappropriate taking of the entity’s money or property, but also as steps to disguise the fact that the taking has occurred. Theft is defined as “a criminal act in which property belonging to another is taken without the owner’s consent”. Theft encompasses many forms of deceitful taking of property including swindling, embezzlement and false pretences.

**1.0 Introduction**

1.1 Hawkes Bay Fish and Game Council (HBFGC) accepts that it has a responsibility to protect the physical and financial resources of the HBFGC. The HBFGC has agreed that through its Regional Manager the HBFGC has a responsibility to prevent and detect the theft and fraudulent actions by persons who are employed or contracted by the HBFGC or who are service recipients of, or service providers to the HBFGC. The HBFGC accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that confirms to the principles of natural justice and is procedurally just and fair.

1.2 The HBFGC therefore requires the Regional Manager to establish systems and procedures to guard against the actions of theft and fraud. The Regional Manager is to report such actions to the Council Chairman as prescribed in the procedures set out below.

**2.0 General**

2.1 As preventative measures against theft and fraud the HBFGC requires the Regional Manager to ensure that:

a) The HBFGC's physical resources are kept secure and accounted for and a proper register is maintained of office keys and any lock combinations and that security and computer system passwords are managed and maintained in terms of best business practice.

b) The HBFGC's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.

c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Regional Manager are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.

d) All staff members are aware of their responsibility to immediately inform the Regional Manager should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, volunteers or other persons associated with the HBFGC.

**2.2 Objective**

The prevention of loss of assets of the Hawkes Bay Fish and Game Council by fraud.

2.3 There will be zero tolerance of fraud.

2.4 Fraud represents serious misconduct and is grounds for termination of employment or of working relationship.

2.5 In the event of an allegation or the discovery of theft or fraud the Regional Manager shall act in accordance with the following procedures:

a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.

b) So far as it is possible and within 24 hours:

- i) Record the details of the allegation, the person or persons allegedly involved and the quantity and/or value of the theft or fraud.
- ii) Request a written statement from the person who has informed the Regional Manager, with details, as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
- iii) Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegations.
- iv) Inform the HBFGC Chairman of the information received and consult with Councillors as appropriate.
- c) On the basis of advice received and after consultation with the HBFGC Chairman, the Regional Manager shall decide whether or not a *prima facie* case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- d) The Regional Manager shall then carry out the following procedures:
  - i) Investigate the matter further in terms of procedures as set out in sub-paragraph (d);
  - ii) If a *prima facie* case is thought to exist to continue with their investigation;
  - iii) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member,
  - iv) Lay a complaint with the New Zealand Police;
  - v) If necessary, commission an independent expert investigation;
  - vi) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
  - vii) Seek legal or other specialist advice; or
  - viii) Inform the HBFGC, and/or the auditors.
- e) Once all available evidence is obtained the Regional Manager shall consult the HBFGC Chairman. The Chairman may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f) If a case is considered to exist the Regional Manager or a person designated by them shall, unless another course of action is more appropriate:
  - i) Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
  - ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
  - iii) Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
  - iv) Advise the person in writing of the processes to be involved from this point on.

**3.0** The HBFGC recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Regional Manager shall consider if that person or persons are in breach of confidence and if further action is required.

Any action the Regional Manager considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.



**4.0** The HBFGC affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

**5.0** Any intimation or written statement made on behalf of the HBFGC and related to any instance of supposed or actual theft or fraud shall be made by the HBFGC Chairman who shall do so after consultation with the Regional Manager and if considered appropriate after taking expert advice.

## **6.0 Intellectual Property**

Any trade mark, goodwill, patent, design or copyright work, procedure, process, formula, method of production, invention or other discovery created by you during your employment relating to the business of Hawkes Bay Fish & Game or capable of being used or adapted for use by HBFG, must be immediately disclosed to HBFG and will be the absolute property of HBFG.

### **Allegations Concerning the Regional Manager, Councillor or Chairman**

**7.0** Any allegation concerning the Regional Manager should be made to the HBFGC Chairman. The Chairman will then investigate in accordance with the requirements of paragraph 4 of this Policy.

**8.0** Any allegation concerning a member of the Council should be made to the Regional Manager. The Regional Manager will then advise the Council Chairman and commence investigation in accordance with the requirements of paragraph 4 of this Policy.

**9.0** Any allegation concerning the Chairman should be made to the HBFGC. The Council will then investigate in accordance with the requirements of paragraph 4 of this Policy.

### **Approval**

**10.0** When the HBFGC approved the Policy, it was agreed that no variations of this Policy or amendments to it can be made except by the majority approval of the HBFGC.

**11.0** As part of its approval the HBFGC requires the Regional Manager to circulate this Policy to all staff. The HBFGC requires that the Regional Manager arrange for all new staff to be made familiar with this Policy.

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Signed

Hawkes Bay Fish and Game Council Chairman

On behalf of, and with the authority of the Council on \_\_\_\_\_

**12. HAWKES BAY FISH AND GAME COUNCIL  
CONFIDENTIALLY AND NON-DISCLOSURE POLICY**

**Ref: 9-01-01**

**1. Purpose**

To develop the Confidentially and Non-Disclosure Policy.

**2. Background**

At the October 2020 meeting, council reviewed the Theft and Prevention Policy. Council identified the absence of policy to cover theft of Fish & Game information and files. Staff have drafted the below Confidentially and Non-disclosure Policy to protect both council and staff

**3. Recommendation**

***3.1 That Council approves the Confidentially and Non-disclosure Policy.***

**HAWKES BAY FISH AND GAME COUNCIL  
CONFIDENTIALLY AND NON-DISCLOSURE POLICY**

**18 November 2020**

Hawkes Bay Fish and Game Council (HBFGC) recognise that staff receive information that is both public and private and that the release of information and access to and handling of informed , is governed by the Official Information Act 1982 and Privacy Act 1993. In order to protect the staff and management from inappropriate use of the information:

- Staff will make themselves familiar with this legislation, and refer any requests for information to the Regional Manager
- Staff will not disclose publicly any business discussed at a meeting or part of a meeting held “in committee” and/or information for which good reason exists for it to be withheld from the public.
- Staff accept that they may acquire information of a confidential nature.
- Staff agree not to use any such information for personal advantage nor to disclose it to any other person unless firstly authorised by the Regional Manager.
- Staff agree that their username and password is equivalent to their legal signature and will not disclose their password(s) to anyone or allow anyone to access protected systems using their username or password
- Staff agree not to attempt to learn or use another person’s username or password.
- Staff agree all files are the property of Hawkes Bay Fish and Game Council and all care must be taken to maintain correct records
- Staff are responsible to maintain the computer back up system
- Staff understand that the terms of this agreement cover the duration of their employment and thereafter.

Signed \_\_\_\_\_

Hawkes Bay Fish and Game Council Chairman

On behalf of, and with the authority of the Council on \_\_\_\_\_

### **13. GOVERNMENT WAGE SUBSIDY**

#### **1. Purpose**

For Council to review its decision to keep the wage subsidy received by Hawke's Bay Fish and Game during the Covid-19 pandemic.

#### **2. Background**

Hawke's Bay Fish and Game Council received a government wage subsidy due to a decrease in income caused by the Covid-19 pandemic. At its August and October meetings, the Hawke's Bay Fish and Game Council made the following decision:

*That Council agrees to keep the wage subsidy but review this decision at each bi-monthly meeting until a final decision is reached on whether to pay back or keep the money.*

#### **3. Recommendation**

*That Council resolves to keep or return the wage subsidy.*

## **14. Memorandum of Understanding on Use of Data Collected Through the Sales of Licences Between NZ Council and Regional Fish and Game Councils**

### **1. Purpose**

To provide NZC with feedback on the draft MOU.

### **2. Background**

In the 147<sup>th</sup> NZC meeting it was agreed that there needed to be an MOU on access to the national licence sales database as set out in the following recommendation:

*Agree that the NZC has access to the national database in order to represent the interests of anglers and hunters and to meet its national advocacy and national research functions subject to a policy and/or MOU negotiated with regions.*

Managers held a Zoom meeting to discuss the MOU and a document with recommended changes has been provided by Phil Teal, Wellington Fish and Game. This document has been included as an appendix.

### **3. Recommendation**

*That Council provides NZC feedback on the draft MOU on Use of Data Collected Through Sales of Licences Between NZ Council and Regional Fish and Game Councils.*

## **Memorandum of Understanding on Use of Data Collected through the Sales of Licences Between NZ Council and Regional Fish and Game Councils**

### **Context**

1. The sale of fishing and game bird licences creates a data set of licence holder details (the database).
2. The principal purpose of the database is to support regional Fish and Game councils (Regional Councils) to carry out their statutory functions at a regional level and to support the New Zealand Fish and Game Council (NZ Council) to carry out its statutory functions at a national level.
3. The principle functions at a regional level are to validate a sports fishing or game bird hunting licence, communicate and promote recreation with licence holders, compliance monitoring, and to assess and monitor the success rate and satisfaction of licence holders.
4. The principle functions at a national level are to advocate in the best interests of all licence holders, co-ordinate across regions and research.

## **Purpose**

5. The purpose of this MOU is to agree on the access to licence holder data between Regional Councils and between Regional Councils and the NZ Council.

### **Regional Council's Access to Licence Holder Data**

6. A Regional Council has access to licence holder details contained in the database to carry out its statutory functions, including
  - communication with, and promotion of the recreation to, licence holders within its region
  - monitoring of compliance and enforcement of regulations for all licence holder details,
  - assessment and monitoring success rate and satisfaction of licence holders within its regions.
7. Tasks which may be typically undertaken by Regional Councils are described further in Schedule 1.
8. Regional Councils may access the database for the reasons listed in Schedule 1 without the need to consult with other Regional Councils or the New Zealand Fish and Game Council.

### **NZ Council's Access to Licence Holder Data**

9. The NZ Council has access to licence holder details contained in the database to carry out its statutory functions, including:
  - a. Advocating in the best interests of all licence holders
  - b. Co-ordinating the distribution of Fish & Game print and electronic magazines, marketing campaigns and the election of Fish & Game councils.
  - c. Research, such as the National Angler Survey, licence holder surveys, market analysis.
10. Tasks which may be typically undertaken by the NZ Council are set out in Schedule 2.
11. The NZ Council may access the database for the reasons listed in Schedule 2 and will consult with Regional Councils when it uses the national database to carry out its statutory functions. Where NZ Council seeks access to the database for reasons other than those listed in Schedule 2 it requires the permission of the relevant Regional Council.

### **Schedule 1 Regional Councils**

- Communication with Licence Holders in its own regions, such as:
  - Newsletter distribution by post and email
  - Weekly reports distributed by email
- Promotion and Management of Recreation Resource:
  - Marketing: Part of regional marketing programme, e.g. contacting previous year's licence holders but 'yet to purchase' current season
  - Part of regional marketing programme to re-engage lapsed licence holder – e.g. assessment of licence holder purchase patterns
  - Surveys of back country licence holders for the express purpose of management of those designated fisheries.
- Compliance and Enforcement
  - Assessing whether an alleged offence has occurred – e.g. licence /no licence, or licence purchase history

- Assessment and Monitoring of Success Rate
  - Assessing harvest rate from Game Bird Harvest Survey
- Assessment and Monitoring Licence Holder Satisfaction
- Assessing hunter or angler opinion on issues relating to satisfaction
- Research
  - Assess patterns of a region's licence holder purchase patterns and licence category switching

#### **Schedule 2 NZ Fish and Game Council**

- Advocacy
  - Contact licence holders to seek views and support on national level issues
  - Contact licence holders to inform them on national level issues
- Coordination:
  - Co-ordinating Fish & Game's financial viability from an organisational perspective
  - Fish and Game magazine distribution
  - Electronic Magazine distribution, such as Reel life and Both Barrels ezines
  - Marketing to promote programmes, including marketing communication actions e.g. early bird licence communications to previous year's licence holders for the upcoming new season.
  - Triennial Fish and Game elections
- Research
  - National Angler Survey
  - Licence holder surveys
  - User surveys to test licencing, categories, switching and other buyer behaviour
  - Marketing analysis
  - Financial viability analysis
  - Licence holder behaviour analysis

#### **Appendix 1**

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## Memorandum of Understanding

### Use of Details in the Fish and Game Database

#### *Additional Commentary*

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**Paragraph 2** – clarifies that the principal purpose of collecting the data is to validate the licence sale as per the Fisheries Act 2983 and its Regulations, the Wildlife Act 1953 and its Regulations, and the Conservation Act 1987 which relates to regional Fish and Game Councils being empowered to issue and sell fishing and game hunting licences.

An operational protocol for use of data from the database was agreed in 2007 which clarified that the licence holder enters into an agreement with the (regional) Fish and Game Council that the information supplied in applying for a licence is correct and available to that council to enable it to carry out its functions.

The protocol also confirmed that all data and intellectual property in that data will be owned by the Fish and Game region nominated by the individual licence holder.

The Privacy Act 2020 also provides some guidance that given the principal purpose of the data collection (to validate a licence) that the regional Fish and Game Councils would be the lead agency in ensuring data is used only for appropriate purposes.

The MOU will act as information sharing agreement within the organisation, and to provide for use in secondary functions of communication, assessment and monitoring, research, promotion, and education.

**Paragraph 4 and 5** - clarifies as per the Conservation Act 1987 the functions of regional Fish and Game Councils and NZ Fish and Game Council as they pertain to the potential use of personal data from the database.

**Paragraph 6** – includes a clarification that the organisation should be using the data in a constructive and co-operative way. This MOU should help clarify expectations and codify use of data.

**Paragraph 7** – clarifies that the data should be accessible across all regions for compliance purposes (paragraph 9), and that communication to, and assessment of, licence holders should be limited to those within their regional sub-set unless agree to otherwise (paragraph 10).

**Paragraph 11** – clarifies that NZ Fish and Game Council is undertaking these functions as part of their co-ordination function and therefore the tasks should be endorsed by the Regional Councils.

**Paragraph 14** – this provides for NZ Council to use the details in the database for advocacy purposes where there is no significant urgency, but it is not 'normal' and agreed to-day-to day business. Regions would be consulted on the nature of the advocacy and requirements for data use. To avoid tensions that have existed in the past, it is suggested that a timely pragmatic outcome could be reached by having a small group of 2-3 regional managers critiquing what is going to be sent out to licence holders and the extent of consultation with regions, and for the NZ Council Chairman to make a final judgment call on the appropriateness of the communication/advocacy action. When



considering the consultation process undertaken, it needs to be confirmed whether it is predominantly an operational decision and/or requires governance oversight.

**Paragraph 15** – to retain nimbleness of action/reaction this provides for an urgent response (less than 24 hours turnaround), where a pragmatic outcome is achieved by having 2-3 regional managers critiquing what is going to be sent out to licence holders and be the link to provide consultation on behalf of all regions in a timely manner and for the NZ Council Chairman to make a final judgment call on the appropriateness of the communication action.

**Schedule 1 Regional Councils** - Add for clarity that while NZ Fish and Game Council has a role in co-ordination of the triennial elections it is the role of the Regional Councils to maintain an up-to-date electoral roll for the Returning Officer.

**Schedule 2 NZ Fish and Game Council**

**Advocacy** – Use of personal data for advocacy function are provided for by paragraph 14 and 15 to retain flexibility, transparency, and responsiveness.

**Co-ordination** – remove *assessment for financial viability* as not sure why you'd need licence holder details for this task without first seeking agreement from Regional Councils.

**Research** –

- remove *assessment for financial viability* as per above comment in co-ordination
- All personal data required for research would be part of an agreed work programme. NZ Fish and Game Council is responsible for developing a research programme – not necessarily undertaking one per se. The projects would be considered part of the co-ordination function.

## **15. National Policy on the Accumulation, Management and Application of Reserves within Fish and Game**

### **1. Purpose**

For Council to discuss the draft National Policy on the Accumulation, Management and Application of Reserves within Fish and Game and provide feedback to NZ Council.

### **2. Background**

NZ Council is now undertaking formal consultation with regional Fish and Game councils regarding a new national policy for reserves. The discussion document is included below along with further background information.

At the October 2020 meeting, council agreed to discuss the National Policy on the Accumulation, Management and Application of Reserves again at the December 2020 meeting and provide feedback to NZC.

### **3. Recommendation**

*That Council discusses the draft National Policy on the Accumulation, Management and Application of Reserves within Fish and Game and provides feedback to NZ Council.*

## **Draft Policy on the Accumulation, Management and Application of Reserves within Fish and Game**

Author: Ray Grubb, Chair of the Standing Finance Committee, NZC

### Definitions

General and Dedicated Reserves are defined as unused licence holder funds which have no restrictions on their use. They can be accumulated from a number of sources.

Restricted Reserves have specific limitations on their use, usually involving third party conditions, that render them unable to be used for any other purpose.

General and Dedicated Reserves

### Overriding Principles

1. Both the New Zealand Fish and Game Council (NZC) and the Regional Fish and Game Councils, as individual Bodies Corporate under the Conservation Act (1987), have individual responsibility to manage financial resources under the Public Finance Act (1989). They therefore manage their own reserves.
2. Councils accept there is a collective responsibility for the financial health of the overall organisation and accept the need for a National Reserves Policy and an associated reporting and monitoring system.
3. General Reserves are held for:
  - a. Risk management
  - b. Cashflow support
4. Dedicated Reserves are held for defined future purposes.
5. General and Dedicated Reserves can be amalgamated at any time for the purpose of risk management or cashflow support (and therefore become General Reserves).

6. A Committee of the NZC will be established called the ' National Audit and Risk Committee '. This Committee is a financial governance group and will perform an overview and monitoring role. The Committee will comprise representatives of Regional governance and NZC governance. The Committee may co-opt independent members to assist. The Committee itself cannot make decisions; its role is to make recommendations to the NZ Council which may make any decisions it see fit
7. For Levy paying regions, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of licence income.
8. For Grant receiving Regions, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of annual operational budget.
9. For the NZC, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of annual Operational Budget.
10. Reserves should not be held for unnecessarily long periods of time. As a general rule, they should be used for current licence holder benefit.
11. Every Region shall adopt a Risk Management Policy

#### Policy

1. Every council that holds more than 50% General and Dedicated Reserves for a financial year shall seek NZC approval through the Audit and Risk Committee to continue to hold elevated reserves.
2. Every Council that wishes to reduce its General and Dedicated Reserve below 30% for a period greater than six months shall seek NZC approval through the Audit and Risk Committee.
3. the Audit and Risk Committee may require a management plan be entered into to return reserves to the 30%/50% band.
4. Following consultation, the NZC can change and set new levels of reserves in this policy in response to circumstances that affect the organisations overall financial wellbeing.
5. Every Council shall report quarterly to NZC on its;
  - a. Level of General Reserve
  - b. Movement in the level of its General Reserve for the quarter
  - c. Details of expenditure of General Reserve for the preceding quarter.

#### Dedicated Reserves

1. Dedicated Reserves may be established by any council at any time

2. Every Dedicated Reserve shall be established with a standard template and set of rules that include:
  - a. The singular purpose of the reserve
  - b. The means for approving the actual expenditure of the reserve
  - c. The period of time within which the reserve shall be used
  - d. The process for annual review of continuing purpose of the reserve.
3. Every council shall report quarterly to NZC on its
  - a. Level of Dedicated Reserves
  - b. Movement in the level of Dedicated Reserves
  - c. Establishment, level, and conditions surrounding new Dedicated Reserves
  - d. And report annually on changes resulting from the annual review of continuing purpose.

#### NZC Reserves

NZC will operate in the same way as regions, that is, have an audit and risk policy and General and Dedicated Reserves held within the same 30%-50% bands of income.

1. NZC General and Dedicated Reserves are to support cashflow and make provision for financial risk.
2. The NZC Dedicated Reserves should be set aside to meet Statutory obligations (RMA and Research) with levels set by the Audit and Risk Committee in consultation with the regions and approved by NZC.
3. NZC shall report quarterly on General and Dedicated Reserves.

#### Assets and Trust Funds

These include fixed assets (land and buildings), non-fixed assets such as vehicles and machinery. Trust Funds are those for which Fish and Game has a level of financial responsibility.

#### Policy

1. They should be shown in the region's balance sheet.
2. A comprehensive asset register of all assets and trust funds should be held centrally with NZC.
3. Liability provisions should be reported annually and a register of liabilities should be maintained by NZC. Each council must hold liability insurance against failure of an asset where the failure may affect other parties. (For example, a wetland managed by Fish and Game causes flooding to nearby farmland).
4. Depreciation should be standardised.

Note.

Opinion in responses to the reserves discussion document was divided as to whether a central risk management fund, separate to the NZC Reserves, should be introduced. Comment on this is requested

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## Summary Points

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Keeping restricted and dedicated reserves separate from General Reserves considerations for cash flow assessment purposes and reserve limits.

General reserves should provide for adequate cashflow throughout the year and provide for an appropriate level of risk management.

Definitions need to be clearly defined and current reserves having a confirmed classification.

There could be a three-tiered approach for use of reserves depending on the general reserve level compared to budget:

- 1) 0-30% general reserve ratio to budget: justification to NZ Council required (guidelines for cash flow required for operations might become under pressure – may be prudent to maintain all cash reserves). Advice can be provided to regions if cash flows are under pressure.
- 2) 30-50% general reserve ratio to budget: notification only required. Use of dedicated reserves seen as day to day business
- 3) 50%+ general reserve ratio to budget: justification to NZ Council required if extend period (why does the regional council need such a high level of cash reserve)

Central reserves should be separated into defined purpose reserves:

- 1) NZ Council Operations: Cash reserves required to manage the NZ Council operational functions and risk management contingency
- 2) NZ Fish and Game Research: Cash reserves to manage the research function – accumulating.
- 3) Regional Legal Fund: cash reserves to provide for adequate advocacy for regions – accumulating.
- 4) Provision for Updates on Nationally Managed Technical Projects: Funds should be provisioned for updates or functionality improvements for major technical projects such as licence management system and website improvements to avoid inaction on updates due to cash requirements.

Spending from any central reserves should be considered by Standing Finance Committee of NZ Council – it is often joint purpose (regional/national) reserves not intended to be managed for NZC's sole discretion.

Management of cash reserves within the Fish and Game system needs to be fully transparent, including income derived from donations.

Non-licence income that is not offset against expenditure could be directed into a central reserve.

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## **Purpose of Cash Reserves**

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Cash reserves serve a variety of purposes: the need for financial provision for management of assets or projects, help with cash flow management and allow for preparation for various risk contingencies. Various examples might include:

- Create adequate cash flow in regions where income may be pulsed for essentially two products – Game licence sales dominate income for April to May but fish licence sales might be modest for October to January only
- Create provision for infrequent projects but material expenditure – e.g. National Angler Survey
- Create provision for ring fencing projects that have an income stream specific to purpose/project.
- Create cash reserves when there are financial shocks - material drop in sales income

A risk management strategy should be defined for each region and NZC to define what level of risk is being provisioned for – to determine the appropriate cash reserve size.

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## **KEY DEFINITIONS**

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There have been several terms used to classify cash reserves in the past: dedicated reserves, special reserves, historical reserves, asset replacement (fund) reserves, restricted reserves, national project reserves (research fund (general), research fund (mallard)), centrally managed funds such as the regional legal pool fund, and general reserve.

This has created a robustness for the organisation for decades but has also resulted in different treatments of cash reserves in terms of treatment interest bearing reserves (income or accumulating), and accumulating reserve or transfer to general reserve.

#### **Restricted Reserves:**

This has not been a commonly used description for a reserve until recent years. There had also been another term, a 'special reserve', which related to a specific third-party agreement (Tuhoe for Waikaremoana/ Eastern region).

In recent years this has been interpreted to refer to a reserve built up from a third part contribution and also makes a decision on how it is spent. There could be a contract specified or specific obligations to complete a task.

##### *Examples:*

*Contracts to use grant monies from a public entity to perform a task or undertake a project (Waikato River Authority, MfE)*

*Monies are obtained from mitigation monies with annual report required for project reporting (Genesis Grant for TPD mitigation central NI).*

This reserve should also include cash reserves that had income generated in addition to licence sales that have specific provisions in regional policy for purposes of expenditure

##### *Examples:*

*Funds derived from compliance actions – diversion – specific policy defined on what it could be used for. Legal advice notes that it should not be used on administration but on projects to assist habitat enhancement or education*

*Funds paid by hunters for specific track maintenance on private land to gain access to public land – this is provision for pulsed expenditure that may occur in a 2 - 4 year cycle*

*Funds paid by hunters for hut maintenance – this is provision for pulsed expenditure on an as need basis*

#### **Dedicated Reserves:**

These can be created by regional Fish and Game Councils if there is a specific purpose required for cash reserves. This may be to establish provision for capital items that have a short life 1-10 years that are over \$2000. This also includes reserves for specific purposes that have been ring – fenced in accordance with interpretation of Ministerial advice. Some items previously noted as a dedicated reserves have recently been classified as ‘restricted reserves’ above.

Each dedicated reserve should have a specific policy attached to it, setting it up and describing its general purpose. Reserve spending should be at any time of the year – opportunities arise that are specifically purposed for pulsed expenditure – e.g. track maintenance can be every 2-4 years depending on rainfall during hunting season. Provision is made to cover these costs

There has been not been any approval required by NZ Council defining a particular dedicated reserve and how the policy is defined, but the specific purpose may have been derived from policy decisions made by NZ Council – e.g. compliance policy and ring fencing of funds derived from diversion

Asset Replacement Fund: Provision is made for larger capital items (>\$2000) so that when the asset needs replacing (which is normally mid-term 3-5 years). This can be material in size but is also an expression of replacement policy of a regional Council – assets as newer vehicles or assets as cash with ability to purchase vehicles.

#### **General Reserves:**

This is cash reserves that has been built up over many years from small surpluses.

There has been a goal for regions to manage this reserve between 30-50% of budget.

These General Reserves have been supplemented on occasion through the budget setting process, where regions have fallen below 30% of budget reserves have been ‘topped up’ to 30%. The purpose of this function was to maintain sufficient cashflow capabilities.

Interest from General Reserves has been classed as income for budgeting purposes.

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## **RESERVE LEVELS**

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The 30% (of budget) limit – is for the level set for regional general reserves available for cash flow purposes.

More recently this has also included cash reserves provisioned for asset replacement (ARF Asset Replacement Fund).

**I would recommend that the limit be based on regional general reserve as the other reserve components should be available for use for their intended purpose.**



The 30% limit was set with a certain amount of risk contingency and has by and large worked over the last couple of decades.

Is this level appropriate? Does it build in enough or too much for cash flow purposes and risk contingency? What has changed since this level was established? The flow of monies from licence sales has become much more regular and reliable – whereas previously game sales were pulsed for revenue payments at the end of June.

**A review of reserves available for cash flow should be undertaken for each region, assess the variation and confirm 30% limit is still applicable - then consider an appropriate component for risk contingency.**

The 50% limit was set to reflect when a region was generating several surpluses to build up general reserves. It was an indicator that some of this “surplus reserve” (>50%) could be used as part of that regions budget – normally as part of the base fund allocation resulting in less of a draw of licence fee funding. This situation was normally only existing for 1-2 years before the general reserves fell between 30-50% of budget.

#### **How do the cash reserves build up?**

This is cash reserves for a General Reserve has been built up over many years from small surpluses.

How these surpluses are formed should also be looked at – scrutiny as to whether budgets were overestimated originally, or some other systematic change favouring surpluses in certain regions – such as (a) the levy system not precise enough over time, or (b) changes in licence categories for fish in recent years has resulted in lower LEQs (-10%) for some North Island regions with similar numbers of participants.

There has been a goal for regions to manage this reserve between 30-50% of budget.

These General Reserves have been supplemented on occasion through the budget setting process (indirectly through levy/grant adjustment), where regions have fallen below 30% of budget reserves have been ‘topped up’ to 30%. The purpose of this function was to maintain sufficient cashflow capabilities. There should be evidence of prudent management of budget to ensure poor practices are not rewarded.

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## **DECISIONS ON USE OF RESERVES**

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All restricted and dedicated reserve levels should be known – as well as any trust accounts linked to a fish and game activity. These should be declared annually in the regions' Annual Report – with the policy outlining the purpose to which they are dedicated.

A region should be able to set up a dedicated reserve without NZC approval– if meet criteria on income stream being additional to core licence fee.

***Can regions use funds from dedicated reserve as of right and just notify – or approval required?***

Suggestion:

The concept of having a three tier approach to dealing with use of dedicated and restricted reserves:

**0-30% budget as General Reserve level** - approval required by NZC to use any dedicated or restricted reserves and be able to exhibit cash flow management is acceptable

**30-50% budget as General Reserve Level** – notification only by regions to NZC to use any dedicated or restricted reserves

**50+% budget as General Reserve level** - notification by regions to use any dedicated or restricted reserves. After consecutive two years any excess of General Reserve greater than 50% of budget be included as part of a central regional risk contingency reserve.

The use of General Reserves should require approval – this affects cashflow management outcomes and potential for 'topping- up' if below 30% budget level. Spending from General Reserves – must be notified to NZC – as this could alert financial difficulty of entity or it could be taking advantage of an opportunity. At what point can NZC take action – i.e. an alert of financial situation and intervene.

- **Standing Finance Committee – notification to determine if expenditure from that reserve will have:**
  - **a material effect on cash flow**
  - **reserves are applied to intended and specific purposes**
  - **income stream for reserve is also assessed**

Should NZC or Standing Finance Committee be able to initiate an audit if there is concern over Reserves use.

- There should be a series of steps before a formal audit is activated:
- Initial flag of concern
- Demonstrable operating below a specific reserves limit
- Demonstrate actions being taken to address cash flow / reserve levels
- Formal audit if trajectory of restoration is not on target.

This should not exclude consideration for exceptional expenditure in exceptional circumstances but a decision as to the source of that funding – cash reserves is only one option. Other considerations might relate to long term benefits - e.g. owning a building v renting – but could be approved in context of total reserves available. There will be a potential psychological barrier in that regions may consider it is their reserves to spend, after they have prudently managed their funds over many years.

**Needs to be assessed in terms of cash flow requirements component of general reserve and potential level of risk contingency desired – e.g. for reduced licence sales from exceptional event.**

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## **APPROVAL PROCESS AND PRECAUTIONARY APPROACH**

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**Notifying NZ Council and the wider organisation of use of reserves.**

Scenarios:

- If General Reserves are between 30 and 50% of budget then notifying only,
- If General Reserves are over 50% then special levy to Regional Risk Reserve (unless special justification to keep in region)
- If General Reserves are under 30% then greater justification and approval required from NZ Council.

***For the latter scenario, if reserves fall below a certain level for cashflow then could provide for early warning triggers and constructive audit process and advice for actions***

***Decision on Use of Reserves: Regions know best how to effectively use resources for their licence holders. How does NZ Council decision making add value – where is their point of difference?***

NZ Council's role is not determining the merits of a case (but is technical based in context of a strategic statement) but managing the funds to ensure sustainability.

NZC should only provide additional insight into assessing if regions have a genuine cashflow management problem, and if one does exist then providing advice as to how to remedy. This advice might include not proceeding with use of restricted or dedicated reserves in the short term - approving General Reserve use would be seen as required as it can have a wider organisational impact.

Timing of notification:

If projects can be identified at the time of the budget setting process, then these can be stated as additional to the base funding amount.

It is beneficial to provide flexibility in the use of dedicated reserves that have specific purposes as opportunities arise during the year and can be responsive to such situations. This can be accounted for by recasting the regional budget, or operating at a budgeted deficit to that known amount (i.e. equivalent amount used from reserves).

#### Who makes the decision or assessment?

The assessment to NZC should be undertaken by the Standing Finance Committee that can provide a wider view (governance and operational) and be considered within the budget cycle

Exceptions (timing) can be assessed by the Standing Finance Committee on an adhoc basis. This promotes innovation.

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## **CENTRAL RESERVE**

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### **The purpose of central cash reserves managed by NZ Council:**

#### **1. Cash Flow for NZ Council operations**

This should provide sufficient cash flow for staff and overhead management. This can be objectively determined to provide for an appropriate contingency level.

#### **2. Contingency for regional risk management**

Currently not calculated and risk contingencies not identified. This would be managed by NZC but not be available for use other than regional risk management. An appropriate reserve for managing contingency for Regional Risk Reserve component should be considered.

If any central fund for regional risk contingency should be for that purpose only and not able to be influenced by political interference. The level of funding could be determined by determining to what extent NZ Council would expect to assist a large Fish and Game Council that has a cash flow issue (20% of regional budget) or several Fish and Game councils of lesser amount. This could be determined by assessment of surplus/deficit pattern for each entity

The risk contingency should also cover situations when the Court decision is not in our favour and costs are awarded against.

### 3. Cash Reserves for national projects:

**Research Fund** – fund managed by NZ Council budget (around \$100k per year) and should be accumulating and set at appropriate level of funding. An additional \$34k per year was accumulating for mallard research to allow for enough critical mass of funds to be available to undertake worthwhile research.

In terms of managing for cash flow, these can be calculated on a project by project basis. It would be prudent to retain the budgeted project amounts as cash in the 'research' component of cash reserves as there are inferred liabilities and commitments made.

Provision should be made in the reserve for long term strategic projects that recur, such as the National Angler Survey

**Regional Legal Pool Fund** – This is a reserve established as a nationally managed fund that is available for regional legal projects – this is the alternative to each region making provision in their regional budgets for advocacy in regional planning processes or higher court actions. Projects at regional planning level or higher court processes often stretch over multiple financial years.

For those projects with a confirmed budget but unspent funds at the end of the financial year, then this component should remain ring fenced in the 'regional legal component' of cash reserve as there are impending future liabilities.

For unallocated funds from the overall regional legal budget each year – these could still be ring fenced for legal cases as a **risk contingency**. Cost overruns are often outside of the control of regional project management – i.e. the processes run by the regional councils or courts can often require unforeseen representations. A strategic decision needs to be made as to whether Fish and Game is to be represented in the regional planning processes adequately – as some years an underspend of the total regional legal fund budget will be matched by and overspend in a subsequent year.

**Licence Management Improvements** – The current agreement removed a payment contingency to the provider for extra developments beyond 'normal' system improvements. This was not provisioned for projects, but should have been as it was left to regions to justify expenditure for new functionality.

**Website Improvements** – no provisioning was made for periodic website updates – large upgrade required every 3-5 years.

***Provision could be made to replace or update technologies such as website etc. (Noted above)***

Why is the NZ Council reserve limit set at 50%-70% budget? This should be objectively assessed considering the last ten years of expenditure to assess patterns for:

- NZ Council overhead purposes,
- Functional project expenditure
- Risk Management purposes.

Spending from central reserve should be considered by Standing Finance Committee – it is often joint purpose (regional/national) reserves not intended to be managed for NZC's sole discretion.

NZ Council's application to use reserves should follow same process as regions – what is allocated to the particular national reserve managed for joint purpose (regional/national)

**Additional considerations:**

- Accumulating each year for unspent or unallocated funds (e.g. Regional Legal Fund)– or transfer to General Reserves?
- How is interest from reserves treated – some reserves interest is accumulated and others it is not and it has been treated as income. Where land has been sold and not replaced in a timely manner then the replacement land value becomes materially affect (i.e. land sold for \$250K in ten years equivalent land is \$450K). Exceptions have also been made on an adhoc basis (e.g. North Canterbury F&GC property settlement post-red zone settlement)..
- If Fish and Game experiences a period of licence growth across most regions – then there will be a distribution of small surpluses across many regions – e.g. \$500,000 higher than budgeted licence revenue and regions remain within budget might result in \$30-60k surpluses for several regions which individually does little to strengthen their cashflow position. It might be prudent to pool this is a regional risk contingency reserve at that stage. Unfortunately, we have not been in that position since F&G's introduction of licence categories four years ago.
- How do you reward prudent management?
- Should there be restrictions on reserves being used for operational items? This is only a short-term option anyway. (i.e. don't use reserves for salaries for long term, perhaps only short terms projects/casual staff)
- ***What opportunities are there to transfer reserves to other projects (or regions):***
  - Southland – mallard project funding
  - Northland - may want to transfer Non-resident licence premium component to another region's project
  - Regional reserves cannot through legislation be forcibly used elsewhere -only indirectly through setting levy
- **How does F&G establish a mutual support ethos – regional resources contributed to wider organisation needs? E.g. Wellington region contribute staff time and expertise, not cash from reserves.**
- Physical Assets: How deal with these? Listed in annual report – note of how liquid these assets are
- How does the system deal with transferring cash reserves to purchase of land assets (and vice versa)?
- Does the current cash reserves system favour purchasing non-liquid assets?
- ARF – prudent management of assets – where's the incentive to have assets depreciating v cash available for replacement – this ARF is poorly provisioned for in some regions.

- Agree with concept that all reserve levels are known and broadly agree that the appropriateness of their use is agreed to

#### **Using Non-Licence Fee Income (not tagged for a specific purpose) for Cash Reserve Management**

Under the Conservation Act the budgeting system is set up to provide for a licence fee recommendation that covers the costs of operations.

There is potential scope that income derived from other sources that are not offset for operational purposes (e.g. advertising offsetting magazine postage) then these are set aside in reserves for specific non-operational purposes. Income from licence sales system (e.g. advertising derived from website advertising when buying a licence) can be directed to a risk management reserve if it is not offset from costs of licence management system. Likewise, income from use of an APP for licence regulation information can generate income and if not offset against cost of APP management then it goes to risk management reserve.

Cash Reserves for donations might also be operated so that the funds are applied to specific projects, specific functional areas (salmon fishery), or specific regions (of origin). There needs to be full transparency as to the management of these reserves.

A clear indication of how any Fish and Game council interactions with specific Trusts needs to be fully transparent.

## **16. Iwi and Hapū Engagement**

### **1. Purpose**

For the Chairman and Manager to provide an update to Council.

### **2. Background**

At its October meeting, Council agreed *That Council authorises the Manager to approach people from the community who could be considered by Council for employment in an advisory capacity in order to strengthen relationships with Iwi and Hapū.*

### **3. Recommendation**

*That Council receives this update on options for the strengthening of relationships with Iwi and hapū.*



## **17. LIAISON OFFICERS REPORTS**

17.1 EAST COAST/HAWKES BAY CONSERVATION BOARD

17.2 REPORTS FROM OTHER AGENCIES

17.3 REPORTS FROM NEW ZEALAND COUNCL

## 18. OPERATIONAL REPORTS

### 18.1 MANAGEMENT REPORT

#### SPECIES MANAGEMENT

##### **1111 Regional Didymo Surveillance**

Didymo sampling was completed on October 20<sup>th</sup> on both the Ngaruroro and Tutaekuri rivers and samples sent to Waikato University for analysis. One check remains for the calendar year planned for mid-December.

##### **1111 River Fisheries Investigations**

Staff have commenced electric fishing in the Tukipo River, Mangaonuku stream, and Esk River to monitor the extent of movement of juvenile trout and spawning success. This study is a repeat of last year's survey. Monitoring will be repeated every three weeks until Christmas dependent on river conditions.

Staff have also begun a one-off investigation into the spawning activity on the small tributary on the eastern side of Lake Tūtira where staff had undertaken a fish rescue in August 2020. The initial survey showed that there has been some spawning success, however numbers of juvenile fish recorded were relatively low.

##### **1117 Game Bird research**

Staff have been granted access to 32 sites thus far for 2021 mallard drone surveys and have drawn up flight paths for all wetlands where access has been granted using the 'Litchi' drone programme. Initial visits to fine tune flights and access notes have begun with a view to run through the first complete monitoring programme in February-March 2021.

##### **1119 Predator Control**

The predator trapping group set up along the Tutaekuri by HBRC and Fish and Game are seeing good results with one cat, two stoats, nine rats, and ten hedgehogs caught so far. We plan to increase the trap network to include the true right side of the Tutaekuri next year.

##### **1121 River Fisheries Creel Surveys**

There have so far been 23 responses to online angler diary. The angler diary was advertised in the newsletter, Reel life, Facebook and was circulated to the regions angling clubs in the hope that it would increase interest/input however to date this has not worked. Staff will continue to monitor its use and improve on the layout of the survey.

##### **1151 Game Farm Operations**

Control of invasive vine is ongoing, hotspots are being checked regularly, large stems are hand weeded and all seedlings are sprayed with herbicide. Workers from the department of Corrections continue to pot plants at the shade house.

##### **1152 Game Farm Maintenance**

Grounds maintenance is ongoing with Ace Lawn Services contracted to mow the lawns every fortnight.

The stream has been cleared out of weed growth, and a general weed spray has been done to tidy up the grounds.

### **1154 Game Farm Development**

Planting has begun on the channels and wetter areas that connect the new wetland ponds. A weir has been built to connect the main pond to the existing fish-out pond.

### **1160 Releases**

In this financial year we have had 269 cock pheasants donated by Whanawhana preserve. These birds have been banded and released on the region's rivers. All banding records have been sent to the DOC banding office.

### **1181 Game Bird Control**

Nine permits have been issued so far this year to control Pukeko for crop protection and one for paradise shelduck.

## **HABITAT PROTECTION AND MAINTENANCE**

### **1211 RMA Planning.**

Staff will be attending the Outstanding Water Bodies Plan Change hearings on the 30<sup>th</sup> November.

Tukituki Leaders' Forum meetings have been cancelled by HBRC while they reconsider how to engage with the community on water security issues throughout the catchment.

### **1212 Consent Applications**

Staff continue to review weekly consent applications emailed out by HBRC.

### **1223 HBRC Reserves**

Staff have release sprayed around plantings at the Railroad Reserve.

### **1231 Maintain and Enhance Game Bird habitat**

Staff continue to visit sites to offer advice on wetland development throughout Hawke's Bay to both new landowners as well as offering additional advice to past GBHT grant recipients. Staff visited Mike Harold on Lindsay Road, Waipukurau on the 16<sup>th</sup> November to discuss wetland plans on his property and provide advice.

Plant sales continue from the Game Farm nursery to plant up their dams/wetlands. 2240 plants have been sold and distributed around the region for habitat enhancement so far in this financial year.

## **ANGLER AND HUNTER PARTICIPATION**

### **1312 Signage**

Four new wildlife refuge signs have been installed on both sides of the wildlife refuge area above the Waimarama road bridge on the Tukituki River

A faded and damaged sign was replaced on Waitara Road at the Aurora road access point to the Mohaka River.

### **1313 Hunter Ballots**

Staff have sprayed blackberry around balloted stands at Pekapeka Swamp. Maintenance will be carried out on structures when water levels drop over summer.

Staff have approached Panpac regarding 2021 pheasant ballot blocks and have received a positive response. We hope to have at least one block to ballot in Aroparonui throughout the game season.

### **1321 Satisfaction Survey**

Staff continue to run satisfaction surveys after all organised events. These will be used to gauge effectiveness of events in recruiting new anglers/hunters and where improvements can be made.

### **1331 Electronic Newsletters**

Staff continue to produce Reel Life newsletters on a monthly basis with the addition of fishing reports from Blair Whiting.

### **1333 Fish and Game Website**

The Facebook site is continuing to grow and has provided a way for staff to communicate with not only our licence holders but also other interested parties.

8 posts have been put on our Facebook page over the last month covering the following topics:

- Angler diaries online
- Discover a hidden gem – Twin Lakes- link to Blair Whiting's article
- October Reel Life
- Johnny Butler planting out Te Hiwi Station
- Two places available for the ladies fly fishing workshop
- Tutaekuri river trap lines- first run catch
- Another successful ladies fly fishing workshop thanks to our tutors Adam, Brent and Blair
- November Reel life

We now have 929 people following our Facebook page

### **1341 Information Pamphlets**

Stocks of information pamphlets maintained in licence agents and other outlets throughout the region.

### **1351 Children's Fishing Programme**

After the popularity and success of the last event staff plan to hold another kids fishing programme in August 2021.

### **1352 Angler/Hunter Training**

Hastings Anglers Club in conjunction with Hawke's Bay Fish and Game have completed another weekend ladies learn to flyfish workshop on the 6<sup>th</sup> and 7<sup>th</sup> of November.

### **1353 Angler/Hunter Enquiries**

Staff continue to field enquiries for information from anglers and hunters.

Information packs have been sent out to novice anglers and those wanting to return to the sport, as well as wetland packs with information for gamebird hunters on how to improve their ponds.

### **1361 Fish and Game Club Communications**

Staff maintain regular contact with presidents and members of fish and game clubs.

### **1371 Fish and Game huts**

Staff have maintained the ground around Glenfalls Hut and the fire extinguisher has been checked and serviced.

## **PUBLIC INTERFACE**

### **1411 Statutory Liaison and Political awareness**

Staff attended the Tukipo Catchment Care Group meeting on the 17<sup>th</sup> November at the Ashley-Clinton Makaretu Hall and presented on wetland creation/restoration for waterfowl. The meet-up was a general information day to discuss current issues with the Tukipo catchment and plans to help resolve those issues.

Staff attended a meeting between the 1 Billion Trees Trust and the Tukipo Catchment Care Group on the 19<sup>th</sup> November.

### **1441 Public Promotions**

Staff have created a pamphlet promoting wetland plants available for wetland development and restoration. These will be distributed in rural letterboxes when carrying out mallard drone surveys.

## **COMPLIANCE**

### **1511 Ranging**

Staff and honorary rangers carried out compliance checks on opening day of the fishing season throughout Hawke's Bay. Staff continue to check licences when carrying out field work.

Total number of contacts 01/092020-26/11/2020	44
Number of offences detected	0

Mark Brinsdon who is a ranger for HBRC has joined our honorary ranger team. Mark will be a great addition to the team as he is very active out on the rivers and staff look forward to working with him.

## **LICENCING**

### **1612 Analysis of Licence Information**

See Licence Sales Report for further details.

### **1613 National Licence Management**

Kate Thompson from Eastern Fish & Game continues to provide regular updates of licence sales and reports from the Licence Working Party and R3 Working Group are received.

#### **1614 Increase Licence Sales**

Staff have actively promoted licence sales via our Facebook and have encouraged anglers to upgrade to family licences. Staff have explained our licence category options through phone calls received and licence agent visits.

Information packs consisting of a complimentary magazine, newsletter, fishing regulations and access pamphlets posted out to potential anglers who have called and visited the office.

#### **1621 Licence Agent Support**

Staff continue to maintain stocks of children's licence booklets, magazines, access pamphlets and didymo kits for licence agents

### **COUNCIL**

#### **1721 Council**

Council kept informed of relevant national and regional matters as information is available. Reports and Agendas produced, and draft minutes circulated as soon as practicable after the meeting.

### **ADMINISTRATION**

#### **1921 Staff Communications**

Weekly staff meetings held to maintain staff communications and plan operational work.

#### **1923 Staff Training**

Nick Page continues to attend Dale Carnegie training on weekly basis.

Nick Page attended electric fishing course held in Palmerston North on the 2<sup>nd</sup>/3<sup>rd</sup> November.

Nick and Jesse attended practical 4wd training course held on the 6<sup>th</sup> November.

#### **1941 Office Premises**

Cleaner contracted to clean the offices on a fortnightly basis.

#### **1942 Meeting Room**

Meeting room maintained to a clean and tidy standard.

#### **1991 Vehicle Maintenance**

The vehicles are kept and maintained to clean and tidy standard. The trailer has had its lights repaired and has been warranted.

## 18.2 HEALTH AND SAFETY REPORT

### 1. Background

As part of its commitment to Health and Safety and providing a safe workplace, the Hawkes Bay Fish and Game Council requires a report at each meeting describing:

1. Implementation and adherence to the Health and Safety policy/manual — including H&S as agenda item for staff & ranger meetings;
2. Monitoring and Reporting — in accordance with the Health and Safety plan;
3. Risk Management (identification and treatment) — any new issues or hazards that have arisen and how these have been addressed;
4. Training programme — information sharing and training of staff and volunteers;
5. H&S incidents — near misses or injuries sustained, plus updates on past events;
6. Recommendations.

### 2. October/November 2020 update

Implementation and adherence to the Health and Safety Plan	
Weekly staff meetings have Health and Safety on the agenda as a standard item. Staff are given an opportunity to raise any issues, and as a team we develop a procedure to minimise the risks.	
'Tailgate' forms are used when staff go out on field trips/ranging or when volunteers are assisting.	
Staff are using field intentions forms when leaving the office to carry out field work.	
2 Monitoring and Reporting	
Work Place Accident Register	
As at 20 November 2020	
Number of work place injuries in 2020-2021 year	0
Number of work place injuries in 2019-2020 year	1
Number of work place injuries in 2018-2019 year	0
Number of work place injuries in 2017-2018 year	0

**Risk Management (identification and treatment)**

Tailgate forms are being used by staff when undertaking tasks in the field. These forms identify the risks and hazards associated with different tasks and provide a written record for audit purposes.

Staff drafted tailgate forms and protocol for the drone surveys

Trailer tailgate light repaired

Two shovels purchased for the work vehicles

Visitors to the site are signing in and out on the visitor register and a verbal Health and Safety briefing is given to them before they walk around the site.

**Training programme**

Nick Page attended a two day Electric Fishing Machine Operators Course at Palmerston North 2 & 3 November 2020

Jesse Friedlander and Nick Page completed the practical 4WD course on Friday 6 Nov 2020

**H&S incidents**

No incidents to report.

***Recommendations***

***1. That the Council receive and accept this Health & Safety Report***



## 18.3 Finance Report

### 1.0 Purpose

To inform the Council of the year to date financial position, approve payments for the months of September and October 2020, and to approve Financial Statement budgets for the 2020-21 financial year.

Contained within this report:

- Table 1 - Other Income
- Table 2 - Profit & Loss to 31 October 2020
- Table 3 - Balance Sheet as at 31 October 2020
- Table 4 - Hawke's Bay Variance Report to 31 October 2020
- Table 5 - Bank Transactions for period 1 September to 30 September 2020
- Table 6 - Bank Transactions for period 1 October to 31 October 2020
- Table 7 - Reconciliation of OWP to Financial Statement Budget 2020-2021
- Table 8 - Fixed Asset Budget for 2020-2021
- Table 9 - Statement of Financial Performance Budget for the year ended 31 August 2021
- Table 10 - Statement of Financial Position Budget as at 31 August 2021
- Table 11 - Statement of Cashflows Budget for the year ended 31 August 2021

### 2. YTD Profit and Loss

The Profit & Loss statement for the period ending 31 October is appended to this report (*Table 2*). The Profit and loss report documents the income and expenditure for the period.

#### Income

##### *Licence Income*

Licence revenue YTD is \$173,165 compared to the annual budget of \$376,916. 46% of the annual target has been achieved compared with 31% for the same period of last season. A more up to date and detailed picture of licence sales performance YTD can be found within the licence sales report.

##### *Interest Income*

Interest Income YTD is \$1,953 – compared to the budget for the year budget of \$7,133.

##### *Other Income*

Other Income YTD is \$5,628 (*Table 1*)

<b>Table 1: Other Income</b>	<b>Budget \$</b>	<b>Actual \$</b>	<b>Difference</b>
Sundry		0	
Sale of Predator Traps		256	256
Rent - Maize	5,000		(5,000)
Game Bird Hire		30	30
Equipment			
Reparations		0	
Wetland Landowner Advice		0	
Wetland Plants	2,947	2,947	
Advertising - Newsletter	500		(500)

Junior Hunt	700		(700)
Sponsorship			
Glenfalls Hut	1,500	909	591
Rent - Staff houses	10,400	1,200	(9,200)
Meeting Room Hire	2,000	287	(1,713)
Donations			0
<b>Total Other Income</b>	<b>20,100</b>	<b>5,628</b>	<b>(14,472)</b>

### **Expenditure**

Total expenditure for the 2 months ended 31 October 2020 was \$57,527 –12.6% of budgeted expenditure for the year.

### ***Depreciation***

YTD Depreciation is \$3,537 and is in line with budget.

### ***Species Management***

Minor equipment purchases are reported within the Population Monitoring budget (\$87).

Species Management spending YTD to 31 October was \$87 against a total budget of \$11,219.

### ***Habitat Protection Management***

There were no RMA or Works and Management expenses reported within the period.

Within Assisted habitat costs relate to 2m<sup>3</sup> of potting mix.

Habitat spending YTD to 31 October was \$340 against a total budget of \$19,500.

### ***Participation***

The postage for the new fishing season newsletter is reported in September within the Newsletters budget (\$1,325). Minor maintenance materials expenses are reported within the training and huts budgets.

Participation spending YTD to 31 October was \$1,437 against a total budget of \$14,850.

### ***Public Interface***

Visitor Facility spending for period includes the purchase of Fish food (\$1,230), lawn mowing, and cement for the game farm development.

Public Interface spending YTD to 30 October was \$1,419 against a total budget of \$17,300.

### ***Compliance***

No Spending YTD – budget \$3,500

### ***Licensing***

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$6,628 YTD is in line with sales reported for the period.

### ***Council***

Expenses were incurred relating to catering for the Governance Review meeting of Council, and for advertising of the Annual Public Meeting.

Council spending YTD to 31 October was \$289 against a budget of \$2,000.

### ***Planning & Reporting***

A minor meeting expense is reported in October.

Planning & Reporting spending YTD was \$16 against a total budget of \$7,200.

### ***Administration***

- Salaries. YTD \$28,353 – this includes the accrual for Annual Leave.
- Staff Expenses included ACC levies (\$539), morning tea expenses (\$86), and a 4WD training course (\$1,350).
- Rates were paid on the staff house.
- Office Premises expenditure relates to rates and the usual electricity and cleaning costs. The signage for the meeting room wall is reported at \$180.
- Office Equipment expenditure relates to the photocopier lease.
- Communications expenses are reported relating to telephones, stationery, courier, and photocopying. October's expense is higher than September because of the purchase of staples and paper for the photocopier.
- General expenses include bank fees, the annual liability insurance premium paid to the New Zealand Council, and the cost of servicing fore equipment. Bank fees were higher than usual because of international transaction charges, the annual fee for credit card, and for Audit Confirmation reports.
- General equipment expense relates to a trailer light bulb.
- Vehicles expenditure relates to fuel and Road User Charges for the two vehicles, and one vehicle service and wheel alignment. The monthly SmartTrack fee of \$78 is also recorded each month.

### ***NZ F & G Levy***

Total levy \$7,645 – 25% of budget.

## **3.0 Balance Sheet**

**Table 3** The Balance Sheet as at 31 October 2020 and comparison to the year end position as at 31 August 2020.

**Cash Position:** \$175,884 (Including donations of \$63,998) as at 31 October 2020.

**Debtors:** Outstanding Debtors \$149,595 as at 31 October 2020. Eyede being the largest debtor \$148,962.

**Investments:** \$397,475

**Employee Costs:** \$15,726 – this relates to the accrual of holiday pay and PAYE outstanding as at 31 October 2020.

#### **4.0 Variance report**

The variance report is shown on *Table 4*.

The figures in this report are taken for the Profit and Loss (Table 2) - however, this report includes the staff hours against budget. The overheads and other revenue are allocated against each project to give an internal cost of the project and a total cost.

The Budget hours include the hours that Eastern has contracted to work for Hawke's Bay. YTD actual staff hours are entered for each project area to provide Council with an overview of the staff time component of the Operational Work Plan.

#### **5.0 Bank Transactions**

*Tables 5 and 6* show the bank transactions for the period of 1 September 2020 to 31 October 2020, \$46,067.78 and \$25,344.00 respectively.

# Table 2 Profit and Loss

## Hawke's Bay Fish and Game Council For the month ended 31 October 2020

	SEP 2020	OCT 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
<b>Income</b>						
<b>Licence Income</b>						
Fish Licence Income	88,099	84,939	173,038	231,595	(58,557)	(25)
Game Licence Income	-	-	-	145,321	(145,321)	(100)
Non Resident Licence Revenue	56	71	127	-	127	-
<b>Total Licence Income</b>	<b>88,155</b>	<b>85,010</b>	<b>173,165</b>	<b>376,916</b>	<b>(203,751)</b>	<b>(54)</b>
Other Income	6,365	1,216	7,581	27,233	(19,652)	(72)
<b>Total Income</b>	<b>94,520</b>	<b>86,226</b>	<b>180,746</b>	<b>404,149</b>	<b>(223,403)</b>	<b>(55)</b>
<b>Operating Expenses</b>						
Depreciation	1,769	1,769	3,537	22,090	(18,553)	(84)
<b>1100 SPECIES MANAGEMENT</b>						
1110 Population Monitoring	-	87	87	7,800	(7,713)	(99)
1160 Releases	-	-	-	3,319	(3,319)	(100)
1180 Control	-	-	-	100	(100)	(100)
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>-</b>	<b>87</b>	<b>87</b>	<b>11,219</b>	<b>(11,132)</b>	<b>(99)</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>						
1210 Resource Management Act	-	-	-	10,000	(10,000)	(100)
1220 Works & Management	-	-	-	1,500	(1,500)	(100)
1230 Assisted Habitat	340	-	340	8,000	(7,660)	(96)
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>340</b>	<b>-</b>	<b>340</b>	<b>19,500</b>	<b>(19,160)</b>	<b>(98)</b>
<b>1300 PARTICIPATION</b>						
1310 Access	-	-	-	2,500	(2,500)	(100)
1330 Newsletters	1,325	-	1,325	6,250	(4,925)	(79)
1350 Angler & Hunter Training	-	92	92	4,500	(4,408)	(98)
1360 Club Relations	-	-	-	100	(100)	(100)
1370 Fish & Game Huts	20	-	20	1,500	(1,480)	(99)
<b>Total 1300 PARTICIPATION</b>	<b>1,345</b>	<b>92</b>	<b>1,437</b>	<b>14,850</b>	<b>(13,413)</b>	<b>(90)</b>
<b>1400 PUBLIC INTERFACE</b>						
1440 Public Promotions	-	-	-	1,500	(1,500)	(100)
1450 Visitor Facility	1,395	24	1,419	15,800	(14,381)	(91)
<b>Total 1400 PUBLIC INTERFACE</b>	<b>1,395</b>	<b>24</b>	<b>1,419</b>	<b>17,300</b>	<b>(15,881)</b>	<b>(92)</b>
<b>1500 COMPLIANCE</b>						
1510 Ranging	-	-	-	2,000	(2,000)	(100)
1520 Ranger Training	-	-	-	1,000	(1,000)	(100)
1530 Compliance/Prosecutions	-	-	-	500	(500)	(100)
<b>Total 1500 COMPLIANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,500</b>	<b>(3,500)</b>	<b>(100)</b>
<b>1600 LICENSING</b>						

Table 2 Profit and Loss

	SEP 2020	OCT 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1620 Agent Servicing	-	-	-	500	(500)	(100)
1630 Commission	3,587	3,041	6,628	16,960	(10,332)	(61)
<b>Total 1600 LICENSING</b>	<b>3,587</b>	<b>3,041</b>	<b>6,628</b>	<b>17,460</b>	<b>(10,832)</b>	<b>(62)</b>
<b>1700 COUNCILS</b>						
<b>1720 Council Meetings</b>						
Council Meeting Expenses	12	276	289	2,000	(1,711)	(86)
<b>Total 1720 Council Meetings</b>	<b>12</b>	<b>276</b>	<b>289</b>	<b>2,000</b>	<b>(1,711)</b>	<b>(86)</b>
<b>Total 1700 COUNCILS</b>	<b>12</b>	<b>276</b>	<b>289</b>	<b>2,000</b>	<b>(1,711)</b>	<b>(86)</b>
<b>1800 PLANNING/REPORTING</b>						
1830 Reporting/Audit	-	-	-	6,900	(6,900)	(100)
1840 National Liaison	-	16	16	300	(284)	(95)
<b>Total 1800 PLANNING/REPORTING</b>	<b>-</b>	<b>16</b>	<b>16</b>	<b>7,200</b>	<b>(7,184)</b>	<b>(100)</b>
<b>1900 ADMINISTRATION</b>						
1910 Salaries	14,608	13,745	28,353	245,079	(216,726)	(88)
1920 Staff Expenses	1,387	588	1,975	12,500	(10,525)	(84)
1930 Staff Houses	99	-	99	6,000	(5,901)	(98)
1940 Office Premises	1,120	355	1,475	8,444	(6,969)	(83)
1950 Office Equipment	120	120	240	2,900	(2,660)	(92)
1960 Communications/Consumables	511	888	1,399	12,300	(10,901)	(89)
1970 General	742	63	805	6,500	(5,695)	(88)
1980 General Equipment	-	3	3	2,500	(2,497)	(100)
1990 Vehicles	1,439	340	1,779	13,800	(12,021)	(87)
<b>Total 1900 ADMINISTRATION</b>	<b>20,027</b>	<b>16,102</b>	<b>36,129</b>	<b>310,023</b>	<b>(273,894)</b>	<b>(88)</b>
NZ F&G Levy	-	7,645	7,645	30,579	(22,934)	(75)
<b>Total Operating Expenses</b>	<b>28,475</b>	<b>29,052</b>	<b>57,527</b>	<b>455,721</b>	<b>(398,194)</b>	<b>(87)</b>
<b>Net Profit</b>	<b>66,045</b>	<b>57,174</b>	<b>123,219</b>	<b>(51,572)</b>	<b>174,791</b>	<b>(339)</b>

# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 31 October 2020

	31 OCT 2020	31 AUG 2020
<b>Assets</b>		
<b>Bank</b>		
Westpac Call Account	105,100.23	115,091.53
Westpac Current Account	6,556.54	5,303.95
Petty Cash & Licence Float	230.00	230.00
Donation Account	63,997.58	63,997.44
<b>Total Bank</b>	<b>175,884.35</b>	<b>184,622.92</b>
<b>Current Assets</b>		
<b>Debtors &amp; prepayments</b>		
Accounts Receivable	149,595.39	22,184.31
Interest Accrued & Prepayments	3,432.07	4,707.57
GST	-	5,091.68
<b>Total Debtors &amp; prepayments</b>	<b>153,027.46</b>	<b>31,983.56</b>
Investments	397,474.53	395,530.89
Farmlands Shares	1,835.00	1,835.00
<b>Total Current Assets</b>	<b>552,336.99</b>	<b>429,349.45</b>
Fixed Assets	435,227.75	438,764.97
<b>Total Assets</b>	<b>1,163,449.09</b>	<b>1,052,737.34</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	12,356.86	26,813.98
Accrued Expenses	7,156.40	7,206.40
Income in Advance	23,265.00	39,476.00
GST	22,646.99	-
Westpac Credit cards	423.43	562.24
<b>Total Creditors and accrued expenses</b>	<b>65,848.68</b>	<b>74,058.62</b>
Employee costs payable	15,726.03	20,023.42
Rounding	0.03	-
<b>Total Current Liabilities</b>	<b>81,574.74</b>	<b>94,082.04</b>
<b>Total Liabilities</b>	<b>81,574.74</b>	<b>94,082.04</b>
<b>Net Assets</b>	<b>1,081,874.35</b>	<b>958,655.30</b>
<b>Equity</b>		
<b>Accumulated Funds</b>		
Accumulated Funds	792,711.21	699,712.20
Current Year Earnings	123,219.05	52,363.10

Table 3: Balance Sheet

	31 OCT 2020	31 AUG 2020
Transfer To/From Reserves	(127.03)	40,635.91
<b>Total Accumulated Funds</b>	<b>915,803.23</b>	<b>792,711.21</b>
<b>Dedicated Reserves</b>		
Asset Replacement Reserve	48,500.00	48,500.00
Back Country Fisheries Reserve	58,275.12	58,148.09
Hawke's Bay Pheasants Unlimited	1,602.00	1,602.00
River/Water Quality Donations	57,694.00	57,694.00
<b>Total Dedicated Reserves</b>	<b>166,071.12</b>	<b>165,944.09</b>
<b>Total Equity</b>	<b>1,081,874.35</b>	<b>958,655.30</b>



**Table 4 : Region: Hawkes' Bay to 31 October 2020**

**2020/21 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME**

Schedule B		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST		NET COST	
Code	Project	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
1110	Population Monitoring	\$ 7,800	\$ 87	1,120	141	\$ 63,651	\$ 6,381	\$ -	\$ -	\$ 71,451	\$ 6,468	\$ 64,983	\$ 64,983	9.1	
1120	Harvest Assessment	\$ -	\$ -	145	23	\$ 8,240	\$ 1,018	\$ -	\$ -	\$ 8,240	\$ 1,018	\$ 7,222	\$ 7,222	12.4	
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1150	Game Farm	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1160	Liberations	\$ 3,319	\$ -	20	0	\$ 1,137	\$ -	\$ -	\$ -	\$ 4,456	\$ -	\$ -	\$ -	0.0	
1170	Regulations	\$ -	\$ -	70	0	\$ 3,978	\$ -	\$ -	\$ -	\$ 3,978	\$ -	\$ -	\$ -	0.0	
1180	Control	\$ 100	\$ -	48	4	\$ 2,728	\$ 158	\$ -	\$ -	\$ 2,828	\$ (128)	\$ 2,955	\$ 2,955	-4.5	
	<b>TOTAL - SPECIES MANAGEMENT</b>	\$ 11,219	\$ 87	1,403	167	\$ 79,734	\$ 7,557	\$ -	\$ 286	\$ 90,953	\$ 7,358	\$ 83,594	\$ 83,594	8.1	
1210	RMA	\$ 10,000	\$ -	360	50	\$ 20,459	\$ 2,263	\$ -	\$ -	\$ 30,459	\$ 2,263	\$ 28,196	\$ 28,196	7.4	
1220	Works & Management	\$ 1,500	\$ -	27	0	\$ 1,534	\$ -	\$ -	\$ -	\$ 3,034	\$ -	\$ -	\$ -	0.0	
1230	Assisted Habitat	\$ 8,000	\$ 340	175	30	\$ 9,945	\$ 1,358	\$ -	\$ 2,947	\$ 17,945	\$ (1,249)	\$ 19,194	\$ 19,194	-7.0	
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	<b>TOTAL - HABITAT PROTECTION &amp; MAN</b>	\$ 19,500	\$ 340	562	80	\$ 31,939	\$ 3,620	\$ -	\$ 2,947	\$ 51,439	\$ 1,014	\$ 50,425	\$ 50,425	2.0	
1310	Access	\$ 2,500	\$ -	100	1	\$ 5,683	\$ 45	\$ -	\$ -	\$ 8,183	\$ 45	\$ 8,138	\$ 8,138	0.6	
1320	Satisfaction Survey	\$ -	\$ -	30	34	\$ 1,705	\$ 1,516	\$ -	\$ -	\$ 1,705	\$ 1,516	\$ 189	\$ 189	88.9	
1330	Newsletters	\$ 6,250	\$ 1,325	265	23	\$ 15,060	\$ 1,018	\$ 500	\$ -	\$ 20,810	\$ 2,343	\$ 18,467	\$ 18,467	11.3	
1340	Other Publications	\$ -	\$ -	40	4	\$ 2,273	\$ 158	\$ -	\$ -	\$ 2,273	\$ 158	\$ 2,115	\$ 2,115	7.0	
1350	Training	\$ 4,500	\$ 92	390	66	\$ 22,164	\$ 2,964	\$ 700	\$ -	\$ 25,964	\$ 3,056	\$ 22,908	\$ 22,908	11.8	
1360	Club Relations	\$ 100	\$ -	65	2	\$ 3,694	\$ 68	\$ -	\$ -	\$ 3,794	\$ 68	\$ 3,726	\$ 3,726	1.8	
1370	Huts	\$ 1,500	\$ 20	60	12	\$ 3,410	\$ 543	\$ 1,500	\$ 909	\$ 3,410	\$ (346)	\$ 3,756	\$ 3,756	-10.1	
	<b>TOTAL - ANGLER &amp; HUNTER PARTICIP</b>	\$ 14,850	\$ 1,437	950	140	\$ 53,989	\$ 6,313	\$ 2,700	\$ 909	\$ 66,139	\$ 6,841	\$ 59,298	\$ 59,298	10.3	
1410	Liaison	\$ -	\$ -	100	9	\$ 5,683	\$ 407	\$ -	\$ -	\$ 5,683	\$ 407	\$ 5,276	\$ 5,276	7.2	
1420	Communication	\$ -	\$ -	60	5	\$ 3,410	\$ 226	\$ -	\$ -	\$ 3,410	\$ 226	\$ 3,184	\$ 3,184	6.6	
1430	Advocacy	\$ -	\$ -	40	27	\$ 2,273	\$ 1,199	\$ -	\$ -	\$ 2,273	\$ 1,199	\$ 1,074	\$ 1,074	52.8	
1440	Public Promotions	\$ 1,500	\$ -	45	0	\$ 2,557	\$ -	\$ -	\$ -	\$ 4,057	\$ -	\$ -	\$ -	0.0	
1450	Visitors/Education	\$ 15,800	\$ 1,419	595	80	\$ 33,814	\$ 3,598	\$ 5,000	\$ -	\$ 44,614	\$ 5,017	\$ 39,598	\$ 39,598	11.2	
	<b>TOTAL - PUBLIC INTERFACE</b>	\$ 17,300	\$ 1,419	840	120	\$ 47,738	\$ 5,430	\$ 5,000	\$ -	\$ 60,038	\$ 6,849	\$ 53,188	\$ 53,188	11.4	
1510	Ranging	\$ 2,000	\$ -	262	37	\$ 14,890	\$ 1,674	\$ -	\$ -	\$ 16,890	\$ 1,674	\$ 15,215	\$ 15,215	9.9	
1520	Ranger Training	\$ 1,000	\$ -	60	7	\$ 3,410	\$ 317	\$ -	\$ -	\$ 4,410	\$ 317	\$ 4,093	\$ 4,093	7.2	
1530	Compliance	\$ 500	\$ -	105	3	\$ 5,967	\$ 136	\$ -	\$ -	\$ 6,467	\$ 136	\$ 6,331	\$ 6,331	2.1	
	<b>TOTAL - COMPLIANCE</b>	\$ 3,500	\$ -	427	47	\$ 24,267	\$ 2,127	\$ -	\$ -	\$ 27,767	\$ 2,127	\$ 25,640	\$ 25,640	7.7	
1610	Licence Production	\$ -	\$ -	145	21	\$ 8,240	\$ 950	\$ -	\$ -	\$ 8,240	\$ 950	\$ 7,290	\$ 7,290	11.5	
1620	Agent Servicing	\$ 500	\$ -	120	4	\$ 6,820	\$ 158	\$ -	\$ -	\$ 7,320	\$ 158	\$ 7,161	\$ 7,161	2.2	
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	<b>TOTAL - LICENSING</b>	\$ 500	\$ -	265	25	\$ 15,060	\$ 1,109	\$ -	\$ -	\$ 15,560	\$ 1,109	\$ 14,451	\$ 14,451	7.1	
1710	Council Elections	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1720	Council Meetings & Expenses	\$ 2,000	\$ 289	330	87	\$ 18,754	\$ 3,937	\$ -	\$ -	\$ 20,754	\$ 4,226	\$ 16,528	\$ 16,528	20.4	
	<b>TOTAL - COUNCILS</b>	\$ 2,000	\$ 289	330	87	\$ 18,754	\$ 3,937	\$ -	\$ -	\$ 20,754	\$ 4,226	\$ 16,528	\$ 16,528	20.4	
1810	Management Plan	\$ -	\$ -	10	2	\$ 568	\$ 91	\$ -	\$ -	\$ 568	\$ 91	\$ 478	\$ 478	15.9	
1820	Annual Planning	\$ -	\$ -	160	1	\$ 9,093	\$ 23	\$ -	\$ -	\$ 9,093	\$ 23	\$ 9,070	\$ 9,070	0.2	
1830	Reporting - Auditing	\$ 6,900	\$ -	230	86	\$ 13,071	\$ 3,892	\$ -	\$ -	\$ 19,971	\$ 3,892	\$ 16,079	\$ 16,079	19.5	
1840	National Liaison	\$ 300	\$ 16	60	12	\$ 3,410	\$ 543	\$ -	\$ -	\$ 3,710	\$ 559	\$ 3,151	\$ 3,151	15.1	

**Table 4 : Region: Hawkes' Bay to 31 October 2020**

**2020/21 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME**

TOTAL - PLANNING/REPORTING		16	460	101	26,142	4,548	-	33,342	4,564	28,778	13.7
		\$	\$	\$	\$	\$	\$	\$	\$	\$	%
		76,069	3,588	766	297,623	34,642	4,142	365,992	34,088	331,904	9.3
		\$	\$	\$	\$	\$	\$	\$	\$	\$	%
<b>OVERHEADS</b>											
		Budget	Actual								
1910 Salaries		\$ 245,079	\$ 28,353					\$ 245,079	\$ 28,353	\$ 216,726	11.6
1920 Staff Expenses		\$ 12,500	\$ 1,975					\$ 12,500	\$ 1,975	\$ 10,525	15.8
1930 Staff Houses		\$ 6,000	\$ 99					\$ (4,400)	\$ (1,101)	\$ (3,299)	25.0
1940 Office Premises		\$ 8,444	\$ 1,829			1,200		\$ 6,444	\$ 1,542	\$ 4,902	23.9
1950 Office Equipment		\$ 2,900	\$ 240			287		\$ 2,900	\$ 240	\$ 2,660	8.3
1960 Communications/Consumables		\$ 12,300	\$ 1,399					\$ 12,300	\$ 1,399	\$ 10,901	11.4
1970 General		\$ 6,500	\$ 451					\$ 6,500	\$ 451	\$ 6,049	6.9
1980 General Equipment		\$ 2,500	\$ 3					\$ 2,500	\$ 3	\$ 2,497	0.1
1990 Vehicles		\$ 13,800	\$ 1,779					\$ 13,800	\$ 1,779	\$ 12,021	12.9
Administration		\$ 310,923	\$ 36,129					\$ 297,623	\$ 34,642	\$ 262,981	11.6
<b>Total Overhead Net Cost</b>								\$ 297,623	\$ 34,642		
<b>Total Outputs Staff Hours</b>								5,237	766		
<b>Internal Cost Per Hour</b>								\$ 56.83	\$ 45.25		
<b>Schedule C</b>											
		Budget	Actual								
Code	Output	Budget	Actual	HOURS	INTERNAL COST	NETABLE INCOME	NET COST	NET COST	Variance	NET COST	%
1	Species Management	11,219	87	1,403	79,734	0	286	90,953	7,358	83,594	8.1
2	Habitat Protection & Management	19,500	340	562	31,939	0	2,947	51,439	1,014	50,425	2.0
3	Angler & Hunter Participation	14,850	1,437	950	53,989	2,700	909	66,139	6,841	59,298	10.3
4	Public Interface	17,300	1,419	840	47,738	5,000	0	60,038	6,849	53,188	11.4
5	Compliance	3,500	0	427	24,267	0	0	27,767	2,127	25,640	7.7
6	Licensing	500	0	265	15,060	0	0	15,560	1,109	14,451	7.1
7	Councils	2,000	289	330	18,754	0	0	20,754	4,226	16,528	20.4
8	Planning, Reporting	7,200	16	460	26,142	0	0	33,342	4,564	28,778	13.7
9	Administration										
	<b>Total Overhead Staff Hours</b>			1,600							
	<b>TOTAL BUDGET</b>	76,069	3,588	6,837	297,623	7,700	4,142	365,992	34,088	331,904	9.3
	<b>Licence Income 2019/20</b>	Budget	Actual								
2019/20 Fish licence		231,595	173,165					(7,133)	(1,953)		
	Less Commission	(16,960)	(6,628)					22,090	3,537		
	<b>Net Fish Licence Income</b>	214,635	166,537					0	0		
2020 Game Licence Income		145,321						0	0		
	Less Commission	-	-					30,579	7,645		
	<b>Net Game Licence Income</b>	145,321	-					(359,956)	(166,537)		
	<b>Total Licence Income</b>	376,916	173,165					0	0		
		Budget	Actual								
	Reconciliation:				Less Interest						
					Plus Depreciation						
					Less Govt Wage Subsidy						
					Plus Loss/Less Profit on sale						
					Plus Levy/Less Grant						
					Licence revenue						
					Less Other Income						
					Plus other Expenses						

**Table 4 : Region: Hawkes' Bay to 31 October 2020**

**2020/21 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME**

Total Net 2019/20	359,956	166,537	Approved Budget	Surplus/(Deficit) YTD	(51,572)	123,219

**6.0 Statement of Financial Position, Statement of Financial Performance and Statement of Cash Flows – Budget 2020-2021**

The Public Finance Act 1989 requires that Council approve the Budget Statement of Financial Performance, Budget Statement of Financial Position, and Budget Statement of Cash Flows. While this does not change any aspect of the OWP or the way in which we operate, it is necessary to complete this process.

Proposed budget figures for the Statement of Financial Position and Statement of Financial Performance and Cash Flows are set out on the following pages. This information is directly obtained from the expenditure budget approved by Council in August 2020 and the anticipated income as determined by the New Zealand Council. The Budget Statement of Financial Performance and Budget Statement of Financial Position are prepared using PBE-SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector).

There are several financial adjustments necessary to move from the OWP to the Financial Statements Budget. These adjustments include licence revenue, asset replacement reserves/ depreciation, spending from dedicated reserves, levies and budgeted Capital purchases for the year. These items are not included in the Fish and Game budget (OWP), which is used to calculate licence fees.

The Budget Deficit for 2020-2021 financial year is **\$51,572**.

**Table 7** The following is a reconciliation of the OWP to the Financial Statement Budget:

<b>Reconciliation of OWP to Budget Financial Statements</b>	
<b>Approved Bulk Fund- per OWP</b>	<b>(368,127)</b>
<u>Adjustments required for Financial Budgets:</u>	
Plus Licence revenue	376,916
Less Commission	(16,960)
Less Levies	(30,579)
Less Depreciation	(22,090)
Plus Asset Replacement Allowance	9,268
<b>Net Surplus/(Deficit)</b>	<b>(51,572)</b>

**Table 8: Fixed Asset Budget**

<b>Asset</b>	<b>Budgeted Asset purchases (excl. GST)</b>	<b>Budgeted Asset sales (excl. GST)</b>
Laptop, docking station, monitor	\$3,500	\$0
<b>Total</b>	<b>\$3,500</b>	<b>\$0</b>

**Table 9: Statement of Financial Performance Budget**

<b>Hawke's Bay Fish and Game Council</b>			
<b>Statement of Financial Performance - BUDGET</b>			
<b>For the year ended</b>			
<b>31 August 2021</b>			
	Note	Budget 2021 \$	Actual 2020 \$
<b>REVENUE</b>			
Fish and Game licence sales	1	376,916	433,525
Grants and donations	1	-	34,965
Interest		7,133	11,449
Other revenue	1	20,100	23,070
<b>Total Revenue</b>		<b>404,149</b>	<b>503,009</b>
<b>EXPENSES</b>			
<b>Outputs</b>			
Species management	2	11,219	24,686
Habitat protection & management	2	19,500	13,038
Angler & Hunter participation	2	14,850	5,616
Public interface	2	17,300	40,047
Compliance	2	3,500	888
Licensing	2	17,460	18,215
Council	2	2,000	4,561
Planning & reporting	2	7,200	7,282
<b>Overheads</b>			
Employee related costs	2	257,579	231,867
Depreciation	4	22,090	21,295
Other expenses	2	52,444	43,581
<b>Total Expenses</b>		<b>425,142</b>	<b>411,076</b>
<b>Operating Surplus/(Deficit)</b>		<b>(20,993)</b>	<b>91,933</b>
<b>Less Other Expenses</b>			
Levies to NZFGC		30,579	39,570
<b>NET SURPLUS/(DEFICIT)</b>		<b>(51,572)</b>	<b>52,363</b>

**Table 10: Statement of Financial Position Budget**

<b>Hawke's Bay Fish and Game Council</b>			
<b>Statement of Financial Position - BUDGET</b>			
As at			
<b>31 August 2021</b>			
	Note	Budget 2021 \$	Actual 2020 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	148,632	184,623
Debtors and prepayments	3	30,500	31,983
Investments	3	400,000	395,531
Other current assets	3	1,835	1,835
<b>Total Current Assets</b>		<b>580,967</b>	<b>613,972</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	420,174	438,764
Investments	3	-	-
<b>Total Non-Current Assets</b>		<b>420,174</b>	<b>438,764</b>
<b>TOTAL ASSETS</b>		<b>1,001,141</b>	<b>1,052,736</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	3	74,059	74,059
Employee costs payable	3	20,000	20,023
<b>Total Current Liabilities</b>		<b>94,059</b>	<b>94,082</b>
<b>TOTAL LIABILITES</b>		<b>94,059</b>	<b>94,082</b>
<b>NET ASSETS</b>		<b>907,082</b>	<b>958,654</b>
<b>EQUITY</b>	5	<b>907,082</b>	<b>958,654</b>



**Table 11: Statement of Cash Flows Budget**

<b>Hawke's Bay Fish and Game Council</b>		
<b>Statement of Cash Flows - BUDGET</b>		
For the year ended		
31 August 2021		
	Budget 2021 \$	Actual 2020 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Cash was received from:</b>		
Licence sales	377,496	432,659
Grants, donations, and fundraising	-	34,965
Interest	8,065	12,217
Other revenue	19,979	22,886
<b>Cash was applied to:</b>		
Payments to suppliers	176,052	217,461
Payments to employees	257,602	230,906
GST (net)	(92)	(1,346)
<b>Net Cash Flows from Operating Activities</b>	<b>(28,022)</b>	<b>55,706</b>
<b>CASHFLOW FROM INVESTING &amp; FINANCING ACTIVITIES</b>		
<b>Cash was received from:</b>		
Sale of property, plant, and equipment	-	-
Sale of investments/deposits	-	-
<b>Cash was applied to:</b>		
Purchase of property, plant, and equipment	3,500	4,234
Purchase of investments/deposits	4,469	46,092
<b>Net Cash Flows from Investing and Financing</b>	<b>(7,969)</b>	<b>(50,326)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>(35,991)</b>	<b>5,380</b>
<b>Opening Cash</b>	<b>184,623</b>	<b>179,243</b>
<b>Closing Cash</b>	<b>148,632</b>	<b>184,623</b>
<b>This is represented by:</b>		
Bank accounts and cash	148,632	184,623

**7.0 Recommendations**

***7.1 That the payments for September and October 2020 totalling \$71,411.78 be approved.***

<i>September</i>	<i>\$46,067.78</i>
<i>October</i>	<i>\$25,344.00</i>
<i>Total</i>	<i>\$71,411.78</i>

***7.2 That Council approves the proposed budget figures for the Statement of Financial Position, Statement of Financial Performance and Cash flow for the 2020-2021 financial year.***

***7.3 That the Finance Report be accepted for the 2 months ended 31 October 2020.***



## **18.4 Licence Sales Report**

**Ref: 6.01.05**

**24 November 2020**

### **1. Introduction**

This report provides an overview of the initial licence sales for the commencement of the 2020-2021 season.

### **2. 2020-2021 Fish Licence Sales**

- 2.1 Licence sales for the 2020 - 2021 season YTD are summarised in Table one.
- 2.2 A total of 82.4% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 15.0 % above licences issued for the same period last year.
- 2.4 Nationally the licence sales are 6% above on last year's sales to the same time.

### **2.5 Recommendation**

*Council accepts the licence report*

### Hawke's Bay Fish Licence Sales YTD to 19 November 2020

Channel	FWF	FWA	FWWA	FSLA	FLAA	FWZA	FLBA	FSBA	FDA	FDWA	FWO	FWNO	FDJ	FDNO	FWC	FWNC	FDNC	Total Fish	Fish LBQ	Fish Var	Fish \$	
Agency Online	180	497	20	128	72	0	1	13	36	42	53	0	8	1	0	0	0	1,051				
Public Online	75	241	43	49	32	0	1	20	64	23	30	1	7	0	0	1	0	587				
Eyede Call Centre	5	1	1	3	0	0	0	0	1	0	1	0	0	0	0	0	0	12				
<b>Total YTD 2019-2020</b>	<b>260</b>	<b>739</b>	<b>64</b>	<b>180</b>	<b>104</b>	<b>0</b>	<b>2</b>	<b>33</b>	<b>101</b>	<b>65</b>	<b>84</b>	<b>1</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1,650</b>	<b>1,436</b>		<b>\$166,044</b>	
Agency Online	173	521	11	142	73	0	1	16	34	1	60	0	6	0	0	0	0	1,038				
Public Online	140	367	3	70	49	0	2	18	81	5	47	2	8	0	0	0	0	792				
Eyede Call Centre	2	0	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	8				
<b>Total YTD 2020-2021</b>	<b>315</b>	<b>888</b>	<b>14</b>	<b>217</b>	<b>123</b>	<b>0</b>	<b>3</b>	<b>34</b>	<b>115</b>	<b>6</b>	<b>107</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,838</b>	<b>1,651</b>	<b>15.0%</b>	<b>\$190,886</b>	
<i>Increase/(Decrease) on 2019/20 YTD</i>																			<b>215</b>			<b>\$24,842</b>

#### 2020-21 Summary YTD Actual vs Total Budget

2020-21 Annual Fish Licence Sales Budget	2,003	100.0%	\$277,183
2020-21 YTD Actual	1,651	82.4%	\$190,886
Remaining to meet budget	-352	-17.6%	-\$86,297

## 19.0 PUBLIC EXCLUDED SESSION

### 1. Purpose

To confirm the minutes of the public excluded session of the October 2020 public excluded meeting minutes.

### 2.Recommendation

2.1 That the public be excluded from the following parts of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION RELATION To EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
6.3.1.1 Confirmation of previous public excluded minutes	Good reason to withhold exists under section 7 of the Local Government Official Information and Meetings Act 1987.	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM	REASON UNDER ACT	PLAIN ENGLISH REASON
16.3.1.1	Protect the privacy of natural persons including that of deceased natural persons	To allow Council to have frank discussion and confirm minutes of previous public excluded meetings.

Note:Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

"(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and (b) Shall form part of the minutes of the Council.